



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

#### RATES\*

##### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

##### GARDENS AND CARRIAGE HOUSE

Monday-Saturday (9am-11pm)	\$ 1000.00
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##### MANSION MALL

Monday-Saturday (9am-9pm)	\$ 500.00
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\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are only rented in conjunction with the Lace House.

- To check for date availability, please contact Meg Milne:  
800 Richland Street, Columbia, SC 29201  
mmilne@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- **The remaining account balance is due 14 business days before your event.**

Initial: \_\_\_\_\_



**SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX  
FACILITY USE RENTAL POLICY & AGREEMENT**

Today's Date: Jan 15<sup>th</sup> 2009  
Event Date: April 25<sup>th</sup> 2009  
Name: Haneez Zattam  
Address: 607 Hemphill st  
City/State/Zip: Columbia, SC 29205  
Contact Information: Work: 803 252 2197  
Home: 803 933 9611  
Cell: 864 [REDACTED]  
Fax: 803 252 2945  
E-mail: honeyhaneez [REDACTED]

Caterer's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Rental Co. (Tents, Etc): Palmetto Party  
Phone: \_\_\_\_\_

Area(s) Rented:  
 Lace House  
 Gardens  
 Mall

Total Fee for Rental Due: 3500

By this agreement, Haneez Zattam, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on April 25<sup>th</sup> from the hours of 6pm to 10pm. For the purpose of: Wedding reception with 120 estimated number of guests.

Initial: HZ



## Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Meg Milne, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

## Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.
- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.

Initial: \_\_\_\_\_

Handwritten initials in black ink, appearing to be 'HM' or similar, written over a horizontal line.

- 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
- 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
- 11) Items not permitted without permission of the Director of Events and Operations:
  - a. Amplified music
  - b. Colored Water
  - c. Rose petals, rice, confetti, birdseed, or litter of any sort
  - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
  - e. Sparklers or Fireworks of any sort
  - f. Red wine (inside the Lace House)
  - g. Heavy tomato sauces (inside the Lace House)
  - h. Chocolate sauces (inside the Lace House)
  - i. Wax candles (inside the Lace House)
  - j. Tables/chairs set on grass areas.
- 12) Items permitted:
  - a. Drip-less candles (metal)
  - b. Electric piano
  - c. Radios
- 13) The LESSEE must adhere to stated maximum use capacities:
  - a. Lace House (basement)—200
  - b. Lace House (1<sup>st</sup> floor)—100
- 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
- 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
- 16) All children must be under the constant supervision of a parent or other responsible adult.
- 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
- 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
- 19) Mansion approved security will be obtained and is included in the rental of our properties.
- 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.

Initial: \_\_\_\_\_

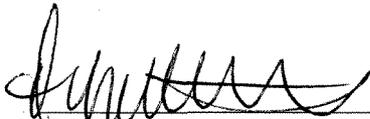


By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201

Contact Information: Meg Milne  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mmilne@gov.sc.gov



Signature of Lessee

Jan 15<sup>th</sup> 2009

Date

Haneez Zaitem

Name of Lessee (Please Print)

Signature of Mansion Complex Staff Member

Date

Initial: 



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### DIRECTIONS

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#### **From Greenville/Spartanburg:**

Take I-26 to I-126 into Columbia. Go straight, and I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

#### **From Charleston:**

Take I-26 to I-126 toward Columbia. Follow I-126 into Columbia. I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up on your right.

#### **From Charlotte:**

Take I-77 to I-277 toward Columbia. Stay on 277 until it ends, turning into Bull Street. Follow Bull Street, Turn right onto Elmwood Avenue. Go past Assembly Street and then make a left onto Lincoln Street. Cross over Calhoun Street and the front gates of the Mansion Complex will be further up on your right.

#### **From Florence/Augusta:**

Take I-20 (East or West) to I-26 East. Take I-26 to I-126 into Columbia (exit 108). Go straight, and I-126 turns into Elmwood Ave. or Huger Street. Bear left and take Elmwood Ave. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

*Parking for guests to the Governor's Mansion is available along  
Lincoln and Gadsden Streets.*

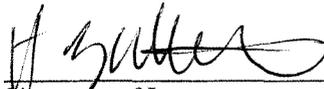
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E-mail: mmilne@gov.sc.gov



Signature of Lessee

4/17/09

Date

Haneez Zattam

Name of Lessee (Please Print)

Signature of Mansion Complex Staff Member

Date

Apr. 25th 2009

Initial: 



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Initial:   JM

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

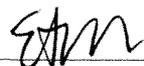
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#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
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Initial: \_\_\_\_\_

*EM*

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Initial: EAM

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Columbia, SC 29201**

**Contact Information: Meg Milne  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mmilne@gov.sc.gov**

Elizabeth Mausser  
Signature of Lessee

4/1/09  
Date

Elizabeth Mausser  
Name of Lessee (Please Print)

\_\_\_\_\_  
Signature of Mansion Complex Staff Member

\_\_\_\_\_  
Date

Initial: EM



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### DIRECTIONS

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Initial:           

*AM*



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Initial: all



**SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX**

**FACILITY USE RENTAL POLICY & AGREEMENT**

Today's Date: 1/13/10

Event Date: 9/4/10

Name: Amanda Gassen

Address: 1900 Greene St Apt 4

City/State/Zip: Columbia, SC 29201

Contact Information: Work: \_\_\_\_\_

Home: \_\_\_\_\_

Cell: (843) [REDACTED]

Fax: \_\_\_\_\_

E-mail: jaredandmandy [REDACTED]

Caterer's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Rental Co. (Tents, Etc): \_\_\_\_\_

Phone: \_\_\_\_\_

Area(s) Rented:

- Lace House
- Gardens
- Mall

**Total Fee for Rental Due:** \_\_\_\_\_

By this agreement, Amanda Gassen, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on Sept. 4 '10 from the hours of 9 am to 11 pm. For the purpose of: a wedding ceremony & reception with ≈ 150 estimated number of guests.

Initial: AG

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

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Initial: al

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- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial: af

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
  - 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
  - 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
  - 11) Items not permitted without permission of the Director of Events and Operations:
    - a. ~~Amplified~~ music
    - b. Colored Water
    - c. ~~Rose petals~~, rice, confetti, birdseed, or litter of any sort
    - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
    - e. ~~Sparklers~~ or Fireworks of any sort
    - f. Red wine (inside the Lace House)
    - g. Heavy tomato sauces (inside the Lace House)
    - h. Chocolate sauces (inside the Lace House)
    - i. Wax candles (inside the Lace House)
    - j. Tables/chairs set on grass areas.
  - 12) Items permitted:
    - a. Drip-less candles
    - b. ~~Electric~~ piano
    - c. Radios
  - 13) The LESSEE must adhere to stated maximum use capacities:
    - a. Lace House (basement)—200
    - b. Lace House (1<sup>st</sup> floor)—100
  - 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
  - 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
  - 16) All children must be under the constant supervision of a parent or other responsible adult.
  - 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
  - 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
  - 19) Mansion approved security will be obtained and is included in the rental of our properties.
  - 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
- 

Initial:     *al*

*By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.*

*Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:*

**Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201**

**Contact Information: Margaret Farish  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mfarish@gov.sc.gov**

Amanda Gassen  
Signature of Lessee

1/13/10  
Date

Amanda Gassen  
Name of Lessee (Please Print)

[Handwritten Signature]  
Signature of Mansion Complex Staff Member

1/13/10  
Date

Initial: AG



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

#### RATES\*

##### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

##### GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
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##### MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
----------------------------	-----------

\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are **only** rented in conjunction with the Lace House.

- To check for date availability, please contact Margaret Farish:  
800 Richland Street, Columbia, SC 29201  
mfarish@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- **The remaining account balance is due 14 business days before your event.**

Initial:     MIC



# SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

## FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 9/1/10

Event Date: 2/5/11

Name: Michael Kratsios

Address: 3750 Scott St., Apt. 201

City/State/Zip: San Francisco, CA 94123

Contact Information: Work: 415-248-4644

Home: \_\_\_\_\_

Cell: 803 \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: mkratsio \_\_\_\_\_

Caterer's Name: Chef Geoffrey Sandifer

Phone: \_\_\_\_\_

Rental Co. (Tents, Etc): \_\_\_\_\_

Phone: \_\_\_\_\_

Area(s) Rented:

- Lace House
- Gardens
- Mall

**Total Fee  
for Rental Due:** \$3,500

By this agreement, Michael Kratsios, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereinafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on 2/5/11 from the hours of 9am to 11pm. For the purpose of: birthday party with 150 estimated number of guests.

Initial: MK

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

---

*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

**Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial:     MK

### **Rental Procedures and Fees**

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Margaret Farish, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

### **Rental Use and Regulations**

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial:     MK

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
  - 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
  - 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
  - 11) Items not permitted without permission of the Director of Events and Operations:
    - a. Amplified music
    - b. Colored Water
    - c. Rose petals, rice, confetti, birdseed, or litter of any sort
    - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
    - e. Sparklers or Fireworks of any sort
    - f. Red wine (inside the Lace House)
    - g. Heavy tomato sauces (inside the Lace House)
    - h. Chocolate sauces (inside the Lace House)
    - i. Wax candles (inside the Lace House)
    - j. Tables/chairs set on grass areas.
  - 12) Items permitted:
    - a. Drip-less candles
    - b. Electric piano
    - c. Radios
  - 13) The LESSEE must adhere to stated maximum use capacities:
    - a. Lace House (basement)—200
    - b. Lace House (1<sup>st</sup> floor)—100
  - 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
  - 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
  - 16) All children must be under the constant supervision of a parent or other responsible adult.
  - 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
  - 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
  - 19) Mansion approved security will be obtained and is included in the rental of our properties.
  - 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
- 

Initial:     MK

*By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.*

*Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:*

**Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201**

**Contact Information: Margaret Farish  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mfarish@gov.sc.gov**



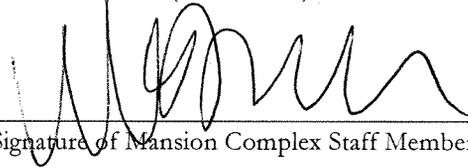
\_\_\_\_\_  
Signature of Lessee

8/1/10

\_\_\_\_\_  
Date

Michael Kratsios

\_\_\_\_\_  
Name of Lessee (Please Print)



\_\_\_\_\_  
Signature of Mansion Complex Staff Member

8/1/10

\_\_\_\_\_  
Date

Initial: \_\_\_\_\_

3/26



# SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

## RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

### RATES\*

#### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

#### GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
----------------------------	------------

#### MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
----------------------------	-----------

\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are only rented in conjunction with the Lace House.

- To check for date availability, please contact Margaret Farish:  
800 Richland Street, Columbia, SC 29201  
mfarish@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- The remaining account balance is due 14 business days before your event.

Initial: KR



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 11/5/10  
Event Date: 3/26/11  
Name: Kristin Rikard  
Address: 216 Holly Road  
City/State/Zip: Lexington, SC 29073  
Contact Information: Work: \_\_\_\_\_  
Home: 359-5492  
Cell: [REDACTED]  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Caterer's Name: Food for Thought  
Phone: \_\_\_\_\_  
Rental Co. (Tents, Etc): PPR  
Phone: \_\_\_\_\_

Area(s) Rented:  
 Lace House  
 Gardens  
 Mall

Total Fee for Rental Due: \$ 3500

By this agreement, Kristin Rikard, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on March 26, 2011 from the hours of 9am to 11pm. For the purpose of: wedding ceremony & reception with 300 estimated number of guests.

Initial: KR

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial:     KR

### Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Margaret Farish, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

### Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their *intended caterer, and the caterer must meet the criteria requested.* Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial:     KR

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
  - 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
  - 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
  - 11) Items not permitted without permission of the Director of Events and Operations:
    - a. Amplified music
    - b. Colored Water
    - c. Rose petals, rice, confetti, birdseed, or litter of any sort
    - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
    - e. Sparklers or Fireworks of any sort
    - f. Red wine (inside the Lace House)
    - g. Heavy tomato sauces (inside the Lace House)
    - h. Chocolate sauces (inside the Lace House)
    - i. Wax candles (inside the Lace House)
    - j. Tables/chairs set on grass areas.
  - 12) Items permitted:
    - a. Drip-less candles
    - b. Electric piano
    - c. Radios
  - 13) The LESSEE must adhere to stated maximum use capacities:
    - a. Lace House (basement)—200
    - b. Lace House (1<sup>st</sup> floor)—100
  - 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
  - 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
  - 16) All children must be under the constant supervision of a parent or other responsible adult.
  - 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
  - 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
  - 19) Mansion approved security will be obtained and is included in the rental of our properties.
  - 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
- 

Initial:     KR

*By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.*

*Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:*

**Mansion Complex Rentals**  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201

**Contact Information: Margaret Farish**  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mfarish@gov.sc.gov

Kristin Rikard  
Signature of Lessee

11/5/10  
Date

Kristin Rikard  
Name of Lessee (Please Print)

[Handwritten Signature]  
Signature of Mansion Complex Staff Member

11/5/10  
Date

Initial: KR



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

#### RATES\*

##### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

##### GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
----------------------------	------------

##### MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
----------------------------	-----------

\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are **only** rented in conjunction with the Lace House.

- To check for date availability, please contact Margaret Farish:  
800 Richland Street, Columbia, SC 29201  
mfarish@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- ~~The remaining account balance is due 14 business days before your event.~~

Initial: 

SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 9/2/10

Event Date: 6/4/11

Name: Cindy P. Yoos

Address: 3361 Overcreek Rd.

City/State/Zip: Columbia, SC 29206

Contact Information: Work: 343-2910

Home: 787-5721

Cell: [REDACTED]

Fax: \_\_\_\_\_

E-mail: cpyoos@[REDACTED]

Caterer's Name: Geoff Sandifer

Phone: \_\_\_\_\_

Rental Co. (Tents, Etc): not sure

Phone: \_\_\_\_\_

- Area(s) Rented:
- Lace House
  - Gardens
  - Mall

Total Fee for Rental Due: \$3500

By this agreement, Cindy P. Yoos, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on 6-4-11 from the hours of 6:30 to 11:30. For the purpose of: wedding reception with 325 estimated number of guests.

Initial: cy



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

6/4

RENTAL EVENT PLAN

**Please send this form, with a damage deposit of \$500, 14 days prior to the event to:**

Margaret Farish  
Mansion Complex Rentals  
800 Richland Street  
Columbia, SC 29201

Event Date: 6-4-11

Event Start & End Time: 6:30-11:30(?)

Lessee's Name: Cindy P. Yoos

Billing Address: 3361 Overcreek Rd.

City/State/Zip: Columbia, SC 29206

Property Rented:

- Lace House
- Gardens
- Mall

Number of Guests Expected: 325

Expected Set-Up Hours: 12:00 PM-2:00 PM

Are you requesting amplified music? yes

If so, what type & hours of play? \_\_\_\_\_

\*\*Mansion Staff Approval Signature: \_\_\_\_\_

Florist Name and Contact Information: not sure

Catering Company and Contact Information: Geoff Sandifer

Initial: CF

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial: 



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### DIRECTIONS

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#### **From Greenville/Spartanburg:**

Take I-26 to I-126 into Columbia. Go straight, and I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

#### **From Charleston:**

Take I-26 to I-126 toward Columbia. Follow I-126 into Columbia. I-126 turns into either Elmwood Avenue or Huger Street. Bear left and take Elmwood Avenue. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up on your right.

#### **From Charlotte:**

Take I-77 to I-277 toward Columbia. Stay on 277 until it ends, turning into Bull Street. Follow Bull Street, Turn right onto Elmwood Avenue. Go past Assembly Street and then make a left onto Lincoln Street. Cross over Calhoun Street and the front gates of the Mansion Complex will be further up on your right.

#### **From Florence/Augusta:**

Take I-20 (East or West) to I-26 East. Take I-26 to I-126 into Columbia (exit 108). Go straight, and I-126 turns into Elmwood Ave. or Huger Street. Bear left and take Elmwood Ave. Turn right onto Lincoln Street. Cross over Calhoun Street. The front gates of the Mansion Complex will be further up the street on your right.

***Parking for guests to the Governor's Mansion is available along  
Lincoln and Gadsden Streets.***

Initial: cy

## Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Margaret Farish, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

## Rental Use and Regulations

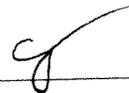
- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial: CF

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
- 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
- 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
- 11) Items not permitted without permission of the Director of Events and Operations:
  - a. Amplified music
  - b. Colored Water
  - c. Rose petals, rice, confetti, birdseed, or litter of any sort
  - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
  - e. Sparklers or Fireworks of any sort
  - f. Red wine (inside the Lace House)
  - g. Heavy tomato sauces (inside the Lace House)
  - h. Chocolate sauces (inside the Lace House)
  - i. Wax candles (inside the Lace House)
  - j. Tables/chairs set on grass areas.
- 12) Items permitted:
  - a. Drip-less candles
  - b. Electric piano
  - c. Radios
- 13) The LESSEE must adhere to stated maximum use capacities:
  - a. Lace House (basement)—200
  - b. Lace House (1<sup>st</sup> floor)—100
- 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
- 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
- 16) All children must be under the constant supervision of a parent or other responsible adult.
- 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
- 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
- 19) Mansion approved security will be obtained and is included in the rental of our properties.
- 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.

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Initial: \_\_\_\_\_



By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

**Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201**

**Contact Information: Margaret Farish  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mfarish@gov.sc.gov**

Cindy P. Yoos  
Signature of Lessee

9/2/10  
Date

Cindy P. Yoos  
Name of Lessee (Please Print)

[Signature]  
Signature of Mansion Complex Staff Member

9/2/10  
Date

Initial: cy



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

#### RATES\*

##### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

##### GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
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##### MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
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\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are only rented in conjunction with the Lace House.

- To check for date availability, please contact Margaret Farish:  
800 Richland Street, Columbia, SC 29201  
mfarish@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- The remaining account balance is due 14 business days before your event.

Initial: CNP



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 11/29/2010  
 Event Date: June 18, 2011  
 Name: Carolyn N. Palfrey  
 Address: 10 Kensington Place  
 City/State/Zip: Columbia, SC 29209  
 Contact Information: Work: 803-776-0295 x1047  
 Home: \_\_\_\_\_  
 Cell: 850- [REDACTED]  
 Fax: \_\_\_\_\_  
 E-mail: carolynpalfrey@ [REDACTED]

Caterer's Name: to be determined  
 Phone: \_\_\_\_\_  
 Rental Co. (Tents, Etc): \_\_\_\_\_  
 Phone: \_\_\_\_\_

Area(s) Rented:  
 Lace House  
 Gardens  
 Mall

Total Fee for Rental Due: \$4,500.00

By this agreement, Carolyn Palfrey hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on June 18, 2011 from the hours of 9:00 a.m. to 11:00 p.m. For the purpose of: a wedding with 250

estimated number of guests.

Initial: CNP

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lacc House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial: CNP

### Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Margaret Farish, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

### Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial: CNP

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
  - 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
  - 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
  - 11) Items not permitted without permission of the Director of Events and Operations:
    - a. Amplified music
    - b. Colored Water
    - c. Rose petals, rice, confetti, birdseed, or litter of any sort
    - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
    - e. Sparklers or Fireworks of any sort
    - f. Red wine (inside the Lace House)
    - g. Heavy tomato sauces (inside the Lace House)
    - h. Chocolate sauces (inside the Lace House)
    - i. Wax candles (inside the Lace House)
    - j. Tables/chairs set on grass areas.
  - 12) Items permitted:
    - a. Drip-less candles
    - b. Electric piano
    - c. Radios
  - 13) The LESSEE must adhere to stated maximum use capacities:
    - a. Lace House (basement)—200
    - b. Lace House (1<sup>st</sup> floor)—100
  - 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
  - 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
  - 16) All children must be under the constant supervision of a parent or other responsible adult.
  - 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
  - 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
  - 19) Mansion approved security will be obtained and is included in the rental of our properties.
  - 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
- 

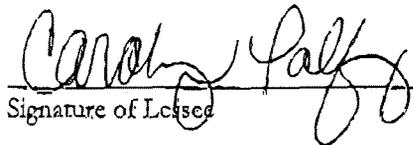
Initial: CNP

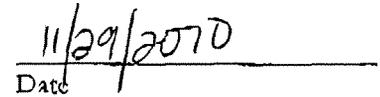
*By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.*

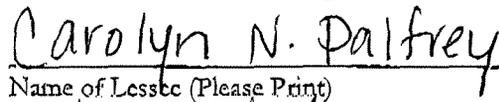
*Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:*

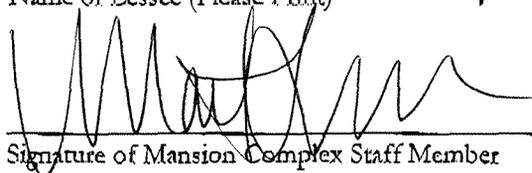
**Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201**

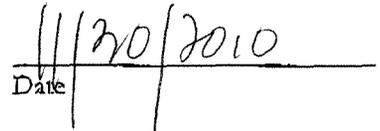
**Contact Information: Margaret Farish  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mfarish@gov.sc.gov**

  
\_\_\_\_\_  
Signature of Lessee

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Name of Lessee (Please Print)

  
\_\_\_\_\_  
Signature of Mansion Complex Staff Member

  
\_\_\_\_\_  
Date

Initial: \_\_\_\_\_



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

#### RATES\*

##### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

##### GARDENS AND CARRIAGE HOUSE

Monday-Saturday (9am-11pm)	\$ 1000.00
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##### MANSION MALL

Monday-Saturday (9am-9pm)	\$ 500.00
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\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are **only** rented in conjunction with the Lace House.

- To check for date availability, please contact Meg Milne:  
800 Richland Street, Columbia, SC 29201  
mmilne@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- **The remaining account balance is due 14 business days before your event.**

Initial: MM



**SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX  
FACILITY USE RENTAL POLICY & AGREEMENT**

Today's Date: 12-20-10  
 Event Date: 6-25-11  
 Name: Louise Michaelis  
 Address: 107 Turtle Cove Ct.  
 City/State/Zip: Lexington, SC 29072  
 Contact Information: Work: 251-6090 (Red Cross)  
 Home: 803-356-6936  
 Cell: 803- [REDACTED]  
 Fax: \_\_\_\_\_  
 E-mail: rmichaelis [REDACTED]  
 Caterer's Name: Governor's Mansion ?  
 Phone: \_\_\_\_\_  
 Rental Co. (Tents, Etc): Palmetto Party Rentals  
 Phone: \_\_\_\_\_

- Area(s) Rented:
- Lace House
  - Gardens
  - Mall

**Total Fee for Rental Due:** \$5,000. -  
Five thousand and no/100

By this agreement, Louise Michaelis, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on June 25, 2011 from the hours of 9:00<sup>am</sup> to 11:00<sup>pm</sup> For the purpose of: Wedding and reception with 200-250 estimated number of guests.

Initial: LHM

## Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Meg Milne, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

## Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
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- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.
- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.

Initial: LMR

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

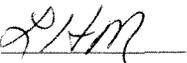
LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial: 

- 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
- 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
- 11) Items not permitted without permission of the Director of Events and Operations:
  - a. Amplified music
  - b. Colored Water
  - c. Rose petals, rice, confetti, birdseed, or litter of any sort
  - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
  - e. Sparklers or Fireworks of any sort
  - f. Red wine (inside the Lace House)
  - g. Heavy tomato sauces (inside the Lace House)
  - h. Chocolate sauces (inside the Lace House)
  - i. Wax candles (inside the Lace House)
  - j. Tables/chairs set on grass areas.
- 12) Items permitted:
  - a. Drip-less candles (metal)
  - b. Electric piano
  - c. Radios
- 13) The LESSEE must adhere to stated maximum use capacities:
  - a. Lace House (basement)—200
  - b. Lace House (1<sup>st</sup> floor)—100
- 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
- 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
- 16) All children must be under the constant supervision of a parent or other responsible adult.
- 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
- 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
- 19) Mansion approved security will be obtained and is included in the rental of our properties.
- 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.

Initial: SLM

By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

**Mansion Complex Rentals**  
**c/o: South Carolina Governor's Mansion**  
**800 Richland Street**  
**Columbia, SC 29201**

**Contact Information: Meg Milne**  
**phone: (803) 737-2235**  
**fax: (803) 737-3860**  
**E-mail: mmilne@gov.sc.gov**

Louise H Michaelis  
Signature of Lessee

Dec. 20, 2010  
Date

Louise H Michaelis  
Name of Lessee (Please Print)

\_\_\_\_\_  
Signature of Mansion Complex Staff Member

\_\_\_\_\_  
Date

Initial: LHM



# SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

## RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

### RATES\*

#### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

#### GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
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#### MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
----------------------------	-----------

\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are only rented in conjunction with the Lace House.

- To check for date availability, please contact Margaret Farish:  
800 Richland Street, Columbia, SC 29201  
mfarish@gov.sc.gov  
phone: (803)737-2235  
fax: (803)737-3860
- Mansion Staff will schedule a viewing of the property with you.
- A non-refundable \$500.00 security deposit is due upon completion of the contract and the deposit holds your date.
- A \$500.00 damage deposit and event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- The remaining account balance is due 14 business days before your event.

Initial MBW



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 09/30/10  
Event Date: 07/15/11  
Name: Ivy Walker  
Address: 3848 Montgomery Ave  
City/State/Zip: Columbia, SC 29205  
Contact Information: Work: 803.  
Home: \_\_\_\_\_  
Cell: 803. [REDACTED]  
Fax: \_\_\_\_\_  
E-mail: ivy-walker [REDACTED]

Caterer's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Rental Co. (Tents, Etc): \_\_\_\_\_  
Phone: \_\_\_\_\_

Area(s) Rented:  
 Lace House  
 Gardens  
 Mall

Total Fee for Rental Due: \$ 2500.00

By this agreement, Ivy Walker, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on July 15, 2011 from the hours of 9 am to 11 pm. For the purpose of: Ceremony and rehearsal with 175-200 estimated number of guests.

Initial: [Signature]

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Lady. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

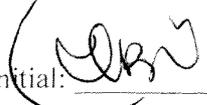
Initial: 

## Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Margaret Farish, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

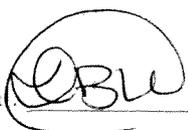
## Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial: 

- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
- 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
- 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
- 11) Items not permitted without permission of the Director of Events and Operations:
  - a. Amplified music
  - b. Colored Water
  - c. Rose petals, rice, confetti, birdseed, or litter of any sort
  - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
  - e. Sparklers or Fireworks of any sort
  - f. Red wine (inside the Lace House)
  - g. Heavy tomato sauces (inside the Lace House)
  - h. Chocolate sauces (inside the Lace House)
  - i. Wax candles (inside the Lace House)
  - j. Tables/chairs set on grass areas.
- 12) Items permitted:
  - a. Drip-less candles
  - b. Electric piano
  - c. Radios
- 13) The LESSEE must adhere to stated maximum use capacities:
  - a. Lace House (basement)—200
  - b. Lace House (1<sup>st</sup> floor)—100
- 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
- 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
- 16) All children must be under the constant supervision of a parent or other responsible adult.
- 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
- 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
- 19) Mansion approved security will be obtained and is included in the rental of our properties.
- 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.

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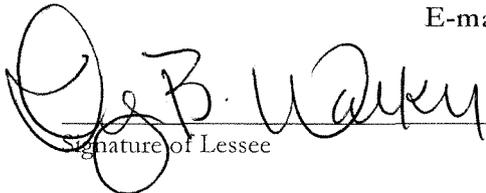
Initial 

By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

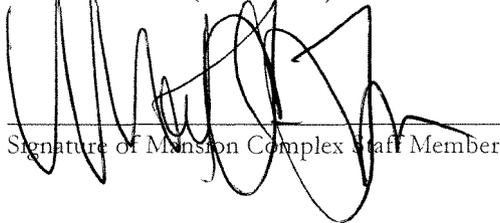
Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201

Contact Information: Margaret Farish  
phone: (803) 737-2235  
fax: (803) 737-3860  
E-mail: mfarish@gov.sc.gov

  
\_\_\_\_\_  
Signature of Lessee

09-30-10  
Date

G. B. WALKER  
\_\_\_\_\_  
Name of Lessee (Please Print)

  
\_\_\_\_\_  
Signature of Mansion Complex Staff Member

09/30/10  
Date

Initial:   
\_\_\_\_\_



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 2/19/2011  
 Event Date: 8/27/2011  
 Name: Caroline Bundy + Josh Evans  
 Address: 1801 Ashby Road  
 City/State/Zip: Columbia, SC, 29204  
 Contact Information: Work: 803 419 6532  
 Home: —  
 Cell: 803 [REDACTED] \*can contact Josh @ 804 [REDACTED]  
 Fax: —  
 E-mail: cbundy@[REDACTED]  
carolineholmes84@[REDACTED]  
 Caterer's Name: in house caterer  
 Phone: —  
 Rental Co. (Tents, Etc): Palmetto Party Rentals  
 Phone: (803) 794-0010

Area(s) Rented:

- Lace House
- Gardens
- Mall → mall if needed

Total Fee for Rental Due: \_\_\_\_\_

By this agreement, Caroline Bundy, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on 8/27/2011 from the hours of 9 to 11. For the purpose of: wedding (ceremony + reception) with 950-175 estimated number of guests.

Initial: CB

The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, fountain, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Gentleman. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

Initial: CB

## Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Emily Brandenburg, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

## Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

Initial: \_\_\_\_\_



- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
- 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
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- 11) Items not permitted without permission of the Director of Events and Operations:
  - a. Amplified music
  - b. Colored Water
  - c. Rose petals, rice, confetti, birdseed, or litter of any sort
  - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
  - e. Sparklers or Fireworks of any sort
  - f. Red wine (inside the Lace House)
  - g. Heavy tomato sauces (inside the Lace House)
  - h. Chocolate sauces (inside the Lace House)
  - i. Wax candles (inside the Lace House)
  - j. Tables/chairs set on grass areas.
- 12) Items permitted:
  - a. Drip-less candles
  - b. Electric piano
  - c. Radios
- 13) The LESSEE must adhere to stated maximum use capacities:
  - a. Lace House (basement)—200
  - b. Lace House (1<sup>st</sup> floor)—100
- 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
- 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
- 16) All children must be under the constant supervision of a parent or other responsible adult.
- 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
- 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
- 19) Mansion approved security will be obtained and is included in the rental of our properties.
- 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.

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Initial: \_\_\_\_\_

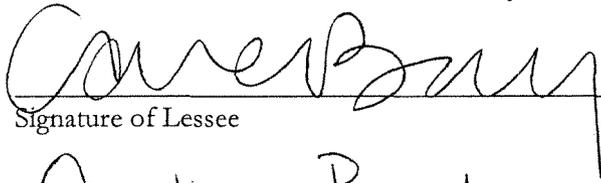
*CB*

By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201

Contact Information: Emily Brandenburg  
Phone: (803) 737-2235  
Fax: (803) 737-3860  
E-mail: EmilyBrandenburg@gov.sc.gov

  
\_\_\_\_\_  
Signature of Lessee

3/1/2011  
\_\_\_\_\_  
Date

Caroline Bundy  
\_\_\_\_\_  
Name of Lessee (Please Print)

  
\_\_\_\_\_  
Signature of Mansion Complex Staff Member

3/4/11  
\_\_\_\_\_  
Date

Initial: \_\_\_\_\_



## SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

### RENTAL INFORMATION PACKET

Thank you for your interest in the Governor's Mansion Complex. There are several rental properties available for your special event. Below you will find information regarding rental procedure, rates, and regulations. Please do not hesitate to contact us with any additional questions. We look forward to working with you on your event.

#### RATES\*

##### LACE HOUSE

Monday - Friday (9am-11pm)	\$ 2000.00
Saturday (9am-11pm)	\$ 3500.00

- RENTAL OF THE LACE HOUSE INCLUDES USE OF TEN 60" ROUNDS & 60 CHAIRS

##### GARDENS

Monday-Saturday (9am-11pm)	\$ 1000.00
----------------------------	------------

##### MANSION MALL

Monday-Saturday (9am-11pm)	\$ 500.00
----------------------------	-----------

\* Civic Groups, Non-Profit Organizations & State Agencies Receive a 40% Discount on Rates

\* Due to the possibility of bad weather, the Mall and Gardens are **only** rented in conjunction with the Lace House or the Lace House Basement.

\* Any lessee who rents the facilities for a ceremony or reception can receive a 10% discount on a rental for a rehearsal dinner the previous day.

\* Weddings and receptions cannot be rented on an hourly basis.

- To check for date availability, please contact Emily Brandenburg:

800 Richland Street, Columbia, SC 29201

EmilyBrandenburg@gov.sc.gov

phone: (803)737-2235

fax: (803)737-3860

- A **non-refundable \$500.00 security deposit** is due upon completion of the contract and the deposit holds your date. The security deposit will be deducted from your balance.
- A separate \$500.00 damage deposit check and the event information sheet is due 14 business days before your event. The damage deposit will be returned if not needed.
- The remaining account balance is due 14 business days before your event.

Initial: EHP



SOUTH CAROLINA GOVERNOR'S MANSION COMPLEX

FACILITY USE RENTAL POLICY & AGREEMENT

Today's Date: 4/18/11
Event Date: 10/18/11
Name: Emily Petrocy
Address: 237 S. Harden St.
City/State/Zip: Columbia, SC 29205
Contact Information: Work:
Home:
Cell: 513-
Fax:
E-mail: petrocy@

Caterer's Name: TBD
Phone:
Rental Co. (Tents, Etc): TBD
Phone:

Area(s) Rented:
[X] Lace House
[X] Gardens
[X] Mall

Total Fee for Rental Due: \$4,000

By this agreement, Emily Petrocy, hereinafter referred to as the LEASEE, does contract with the State of South Carolina Governor's Mansion Commission, hereafter referred to as the LESSOR, for the use of the Mansion Complex grounds designated above on October 8, 2011 from the hours of 9 am to 11 pm. For the purpose of: wedding and reception with 200 estimated number of guests.

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The premises will be used in a safe manner, with the LESSEE complying with all rules and regulations of the South Carolina Governor's Mansion Complex and the laws of the State of South Carolina. This includes compliance with all written and stated policies of the Governor's Mansion attached hereto. It shall be the obligation of the LESSEE to be familiar with said policies. LESSEE expressly agrees to pay the rental fees set forth in the attached fee schedule based on the hours of use set forth above. Mansion personnel reserve the right to have full access to said area at any time.

LESSEE must adhere to all South Carolina laws concerning the service and/or consumption of alcoholic beverages (beer, wine, etc) while on the premises.

LESSEE assumes liability for all damages to South Carolina Governor's Mansion Complex facilities, equipment, grounds, fountain, etc. caused by himself, his agents or participants, whether accidental, willful or the result of carelessness or negligence.

LESSEE assumes responsibility and liability and agrees to indemnify and hold the LESSOR harmless for harm or injury to guests and staff while on LESSOR'S premises and for any personal injury or property damage caused in whole or in part by the LESSEE, its members, guests, or businesses under contract to the LESSEE.

LESSEE assumes responsibility and liability for any claim or illness resulting from the serving of food or drink at the LESSOR'S facility and agrees to indemnify and hold the LESSOR harmless for any such claim or illness.

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*The Governor's Mansion Complex and facilities and grounds contained within are the property of the State of South Carolina. The Complex is operated and maintained for the purpose of housing the First Family and providing facilities for social and professional events hosted or sponsored by the Governor and First Gentleman. The facilities and grounds may also be leased to state agencies for the purpose of conducting meetings and social affairs relating to state government business. Additional uses for the facility, such as wedding receptions, teas, and luncheons are at the discretion of the First Family.*

#### **Permitted Uses**

- 1) Any use of the Lace House property shall respect the Governor's Mansion Commission's program for such properties, applicable laws, and the physical and logistical limitations of the property.
- 2) Professional photography is not allowed on the Mansion Complex, unless it is at the time of your event, without the express approval of the Director of Events and Operations.
- 3) Proposed uses not clearly within the purview of the Governor's Mansion Usage Policy document shall be subject to the prior approval of the Director of Events and Operations.

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## Rental Procedures and Fees

- 1) Application for use: requests for use of Governor's Mansion properties must be directed to the attention of Emily Brandenburg, 800 Richland Street, Columbia, South Carolina, 29201 (803) 737-2235.
- 2) At the time of application, the requesting Lessee must provide full information concerning the type and purpose of the event being planned along with all details requested on the Event Request Form. (e.g. time of event, number of guests, name of caterer, representative responsible for payment of fees and damages, etc)
  - a) Charges incurred for all functions, except overtime, extra services, property damage, etc. will be billed within the State System to Leasing State Agencies.
  - b) The LESSEE signing the Request Form shall assume all financial responsibility for payment of fees as well as damage to or loss of Governor's Mansion Properties occurring as a result of or during the use of facilities/grounds and for any personal injury which may occur during or as a result of such use.
  - c) The Complex and the Grounds are not public forums available for public expressive activity. The facilities and grounds are available for meetings, dining, receptions, or similar functions.

## Rental Use and Regulations

- 1) Requests for any function construed to be a danger to the houses, grounds or their contents, or result in excessive wear to the fabric of the houses or grounds will be denied. The Director of Events and Operations reserves the right to deny a reservation request for any reason the Director deems appropriate.
- 2) Smoking is not permitted in the Lace House or facilities. The porches and grounds are designated as smoking areas. Cigarettes and cigars should be properly disposed.
- 3) A Mansion employee shall be in attendance at all rental functions.
- 4) Any changes in plans must be approved by the Director of Events and Operations. She shall be advised of any extraordinary security measures deemed necessary.
- 5) In incidences where the guest list exceeds the interior capacity of the Lace House, a tent may be used. Use of a tent will be decided on a case by case basis by the Mansion Complex staff. Placement of tents on the Mansion Complex grounds must be decided by the Mansion Complex Horticulturist. The use of stakes to secure a tent is prohibited.
- 6) The event contact designee must provide the name, address, and telephone number of their intended caterer, and the caterer must meet the criteria requested. Lessee may use a caterer of their choosing with proof of sufficient liability insurance.
- 7) The event contact designee shall instruct the caterer to provide all personnel, food, drinks, linens, and ashtrays for the porches, coat racks, tableware, flowers, and extra furniture as needed. Personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by the caterer and supervised by the Governor's Mansion staff. No furniture or objects belonging to the Governor's Mansion Complex may be moved without the prior approval of the Curator or her designated representative. Caterer must remove all refuse at the end of the event.

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- 8) Nothing is to be affixed to either interior or exterior walls. Special care must be used when working with florists' wire; wire must be fully covered, not damaging to the woodwork of the buildings.
  - 9) If flowers are to be set on furniture, containers need to be dry and water-tight. All flowers must be removed after the function and may be stored in the prep area for retrieval the following business day.
  - 10) The service of all alcoholic beverages must be terminated by the caterer at least one hour prior to the vacating of the premises by the LESSEE.
  - 11) Items not permitted without permission of the Director of Events and Operations:
    - a. Amplified music
    - b. Colored Water
    - c. Rose petals, rice, confetti, birdseed, or litter of any sort
    - d. Throwing bird seed, rose petals, or litter of any sort (inside and outside)
    - e. Sparklers or Fireworks of any sort
    - f. Red wine
    - g. Heavy tomato sauces (inside the Lace House)
    - h. Chocolate sauces (inside the Lace House)
    - i. Wax candles (inside the Lace House)
    - j. Tables/chairs set on grass areas.
  - 12) Items permitted:
    - a. Drip-less candles
    - b. Electric piano
    - c. Radios
  - 13) The LESSEE must adhere to stated maximum use capacities:
    - a. Lace House (basement)—200
    - b. Lace House (1<sup>st</sup> floor)—100
  - 14) Parking is limited to designated parking areas. Deliveries and pick-ups at the Lace House are allowed by pre-arrangement with the Director of Events and Operations for purposes such as: caterers, wedding parties, handicapped or elderly guests, or other accepted circumstances.
  - 15) In the absence of a staff member, a preliminary inspection is to be made by the Governor's Mansion Security Detail. A final inspection of the premises is to be made by a member of the staff and the organization's representative to ensure that the facility is clean and in order.
  - 16) All children must be under the constant supervision of a parent or other responsible adult.
  - 17) No alcoholic beverages are permitted to stay on the premises before or after the function. If any alcoholic beverages should be left, they will be disposed of immediately.
  - 18) All music must be turned off by 10:00 p.m. Sound levels are subject to the will of Mansion Security at all times.
  - 19) Mansion approved security will be obtained and is included in the rental of our properties.
  - 20) Neither the South Carolina Governor's Mansion Complex, nor its staff, will be responsible for any loss or damage of items that are brought on the premises of the Governor's Mansion Complex before, during, or after the function.
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By signing this document, it is implied that LESSEE has completely read the contents of this lease agreement and its policy and procedures, understands and agrees to the terms contained within.

Please make checks payable to the South Carolina Governor's Mansion. Include the date of the event on your check. Address all checks and correspondences to:

Mansion Complex Rentals  
c/o: South Carolina Governor's Mansion  
800 Richland Street  
Columbia, SC 29201

Contact Information: Emily Brandenburg  
Phone: (803) 737-2235  
Fax: (803) 737-3860  
E-mail: EmilyBrandenburg@gov.sc.gov

Emily H. Petrocy  
Signature of Lessee

4/18/11  
Date

Emily H. Petrocy  
Name of Lessee (Please Print)

Emily Brandenburg  
Signature of Mansion Complex Staff Member

4/20/11  
Date

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