



City of Florence Lawton Chase House Facility Rental Information



558 Spruce Street
Florence, South Carolina 29501

About the Property:

The Lawton-Chase House (LCH) was restored in 2020 by the City of Florence to be utilized as an event venue for public and private community gatherings. The home was built in 1939 for Joseph Maner Lawton, and was designed by Lawton's stepson, Sanborn Chase who was an engineering student at Auburn University in Alabama. Sanborn was influenced by the Art Moderne architecture he experienced while visiting France. The building features classic curved streamlined forms, a semicircular glass block entrance bay, and black glass bands just below the roofline.

The home formerly served as the Florence Museum from 1952 to 2014 and has now been restored to its original beauty which is architecturally unique for Florence and the Pee Dee Region. The home overlooks the west end of Timrod Park at 558 Spruce Street.

The Lawton Chase House may be used for receptions, dinners, meetings, presentations, corporate events, weddings, and other approved events. The LCH is unable to rent facilities for fundraising events (unless the event is non-profit and pertains to the overall mission of the city) or for partisan political activities or events, events endorsing a candidate actively running for public office or for campaigning purposes. The City of Florence reserves the right to refuse rentals based on availability, safety, or inappropriateness of the proposed event as it pertains to the overall mission of the city. Exceptions may be considered on a case-by-case basis.

The Lawton Chase House does not provide furnishings nor equipment for rentals. These type items (tables, chairs, serving stations, bars, etc.) will be the responsibility of the Renter.

Use & Rental:

The Lawton Chase House (LCH) is generally available for rental daily from 9:00am until midnight. Consideration for each request is based upon the timing of the event in relation to the city's activities and current availability. It is recommended that you reserve your rental at least 12 weeks in advance. Rental reservations will be accepted as early as one year from the event date.

Please allow for appropriate setup and takedown time as no rental shall extend after midnight. The event timeline will need to be clearly established and approved by an assigned city staff member at least 14 days prior to your event date. Setup cannot begin until 9:00 am. All take down and clean up must be completed by midnight. Failure for take down and clean up to be completed by midnight will result in an overtime fee of \$350/hr. The designated individual for your rental event will need to be present during the event and remain at the LCH until your event has ended (including take down time). The renter's designated individual, prior to departure, must sign a provided cleanup checklist.

All events are scheduled at the discretion of the City of Florence administrative staff. To schedule an event, please complete our Rental Request Form at www.cityofflorence.com. All fields are required, so be sure to complete all requested information. You will receive an email confirmation upon submitting the form. A request for an event reservation does not guarantee availability. If the requested date is available, city administrative staff will place a tentative, two-week hold on that date. If this date is not confirmed within the two-week hold period, (by deposit, signed contract, and proof of Special Event General Liability Insurance) the date will be released.

Events:

The facility can be utilized for various purposes to include receptions, dinners, meetings, presentations, corporate events, weddings, and other approved events. Based upon the information provided by the Renter, it will be the discretion of City of Florence administrative staff to determine approval for scheduling and necessary insurance coverage for the event.

Deposit:

To confirm an event reservation, a non-refundable deposit of 50% of the total quoted rental fee is required. Failure to submit the deposit within the two-week hold period will result in the cancellation of the event reservation. Renters must provide a valid credit card number to keep on file for any additional charges incurred during the rental.

Public Relations:

Except to indicate the location of the event, if appropriate, Renter shall not use the name or logo of the City of Florence to promote the event without the written consent of the city. Under no circumstances may the Renter imply that the City of Florence supports or endorses a cause, group, or program without the express written consent of the city. All invitations, posters, announcements, flyers, signs, press releases or other marketing materials pertaining to rental events must be approved by the City of Florence prior to printing. The city does not provide mailing lists, marketing, or publicity for events.

Insurance and Liability:

The Renter shall provide to the City at least 10 days prior to the scheduled date of usage, proof of liability insurance acceptable to the City in which the City, Sponsor (s), Vendor(s), and Performer(s) are additional insureds. The Certificate of Insurance confirming coverage should indicate in the description of operations section the name of the event, date(s) of the event and activities encompassed in the event. The liability insurance should provide a minimum policy limit of \$1,000,000 per occurrence. The exact terms and conditions of such policy shall be specified by and meet the specifications of the City.

The policy must name the City of Florence, South Carolina as an additional insured party. If alcoholic beverages will be served, the renter is required to obtain an additional Liquor Liability Policy, and a copy must be provided to the City. Proof of insurance must

be provided at the time of contract signing. Failure to provide all insurance information to the City administrative staff will result in cancellation of your event.

The Renter agrees to save, defend, and hold harmless the City of Florence, and its agents/employees for all claims for damage or injury (including death) and property damages arising from Renter's use or occupancy of a City of Florence property or any activity conducted by Renter on that property.

Damage Policy:

The Renter will not injure, deface, change, or alter the premises or any items contained in the LCH and shall not cause or permit anything that may damage the LCH or any of its contents. Renter is responsible for any damage or loss resulting from the event. In the event of damage resulting from an event to the facility, or grounds, the City of Florence reserves the right to charge a fee to the card on file following the event to cover damages. This provision is not meant to constitute the only remedy to the city.

Facility Rental Fees:

All rental fees must be paid in full to the City of Florence at least 14 days prior to the event or the event will be cancelled. Overtime charges of \$350/hr. will be applied to all events extended beyond the contracted rental hours. A 25% discount for [501(c)3] non-profit organizations apply.

Fee Index:

Deposit	50% of the total quoted rental fee
Rental Space Fee	Daily: \$1000 (9:00am – 11:59pm) Half Day: \$650 (9:00am – 4:00pm) Half Day: \$650 (4:00pm – 11:59pm) Hourly: \$150/hr.
Supplemental Fees	
Staff	\$20/hr. per staff member (City Staff to be present on site)
Contracted Security	\$30/hr. per officer (Officer in Blue Program)
Custodial	\$250 (if so required)
Additional Fees	
Overtime	\$350/hr.
Additional Cleaning	\$250 (if so required)

Cancellations / Changes:

All cancellations will result in the forfeiture of deposit. To accommodate a change of date or time, a written request must be received by the City of Florence at least 60 days prior to the event. Changes will be made based on availability. The city reserves the

right to cancel an event should the Renter fail to comply with any of the provisions contained in the Facility Rental Policies and Procedures or the Facility Rental Contract.

Staffing / Security:

At the discretion of the city, and based upon the type and size event, a city staff member may be required to be present, as well as two contracted security staff. Assigned city staff will be billed to the Renter on an hourly basis. Contracted security will be the responsibility of and paid for by the Renter. Any event where alcohol is served will require a city staff member and contracted security to be present.

Catering:

The City administrative staff will require a review of all catering plans (including a menu and timeline) at least 14 days prior to your event. Catering services must be provided through a licensed vendor.

Parking:

Parking at this facility is limited. Renters must ensure attendees follow City Code related to parking which does not allow for on-street parking:

Section 19-23. Parking in such manner as to interfere with vehicular traffic

No person shall stop, stand or park any vehicle upon a street, other than an alley, in such a manner of under such conditions as to interfere with the free movement of vehicular traffic, except that a driver may stop temporarily during the actual loading or unloading of passengers or when necessary, in obedience to traffic regulations or traffic signs or signals or a police officer.

Section 19-32. Blocking entrances to off-street lots and adjacent businesses

It shall be unlawful for any person to park or allow a vehicle to be parked in an off-street parking lot in such a manner as to block the entrance to any means of ingress and egress to such lot, or the entrance to any place of business adjacent to such lot.

For large events Renters should develop a parking plan and submit to city staff for approval.

Alcoholic Beverages:

The City of Florence reserves the right to determine the areas where alcoholic beverage service is permitted. Alcoholic beverage service must be provided through a licensed vendor, served by a contracted bartender, and by City Code (Section 15-34), is limited to **beer and wine only** (LCH added by Resolution #2022-05 to properties where beer and wine are permitted). The general sobriety of guests is the responsibility of the Renter. Public intoxication or other disorderly conduct, which jeopardizes the city and/or the LCH, will not be tolerated and will be swiftly dealt with by security.

Open Flame:

The use of candles, incense, potpourri, and other open flame devices such as lamps and lanterns, is not permitted inside the LCH property. Additionally, no fryers, skillets, or deep fry equipment may be used on LCH premises. Some items may be permitted in the outdoor spaces of the LCH property by permission from the city.

Event Layout:

To ensure that the LCH facilities are protected, an event layout must be prepared by the Renter and submitted to the city administrative staff for approval. The event layout must be to scale and include all furnishings and equipment to be used for the event (tables, chairs, and serving stations/bars, etc.). The event layout must be planned at least 14 days prior to your event and given final approval by the city administrative staff prior to setup.

Music:

The LCH staff reserves the right to adjust the volume on any amplification systems or live music within the LCH spaces at any time. The city must be given notice of any music to be provided during your event at least 14 days prior to your event and given final approval by the City administrative staff prior to setup.

Audio / Visual Equipment:

The City does not provide additional audio/visual equipment. LCH does not provide additional lines (extensions) of access to building power.

Setup and Decorations:

Setup for an event may begin no earlier than 9:00 am. The city is not responsible for setup or break down of chairs and tables for rental events. All deliveries must be scheduled at least 14 days in advance with city staff and the Renter must have a designated individual at the LCH to accept deliveries during rental time; city staff cannot accept deliveries on behalf of the Renter. Tables, tablecloths, chairs, and other décor items are not provided by the city. Rental equipment, and its placement, is subject to the approval of the City of Florence, to ensure that the LCH facilities are protected. The city cannot provide any assistance in setting up any equipment for an event. However, a member of city staff will be present during the setup of equipment to safeguard the LCH facilities and ensure compliance with these terms and conditions. It is strictly prohibited for the Renter to move, alter, or obscure LCH property in any way. All decorations must be free standing; nothing may be attached to the walls, floors, railings, windows, or doors of the LCH. Smoking and E-Cigarettes are not permitted inside the LCH property. No candles or flammable materials, sparklers, confetti, loose glitter, birdseed, helium balloons, bubbles, or fog machines are allowed on LCH property.

Clean Up Requirements:

All decorations, food and equipment must be removed on the day of the event. Failure to remove all decorations, food and equipment will result in an additional fee of \$350 to the Renter. The city does not coordinate the receiving or returning of items and does not assist with moving any items. It is the Renters responsibility to schedule pick up of items with the vendor and with the city. If any vendor fails to pick up items after an event, it is the Renter's responsibility to move all items out of the building (City staff will designate an appropriate area). A general custodial fee of \$250 is charged for the rental of the LCH property. Failure to leave all spaces in an orderly condition will result in an additional fee of \$250.

AUTHORITY TO EXECUTE AGREEMENT

The persons signing this Agreement represent that they have the capacity to execute this Agreement and that this Agreement constitutes a valid and binding obligation of the parties. Please initial and date each page of this agreement stating that you have read and agree to the terms and conditions stated in the City of Florence Lawton Chase House Facility Rental Policies & Procedures and the Facility Rental Fees.

FACILITY RENTAL CONTRACT

I, _____, the Lessee, have read and agree to the terms and conditions stated in the City of Florence Lawton Chase House Rental Policies & Procedures and the Facility Rental Fees.

I, _____, the Lessee, will be renting the Lawton Chase House, a space owned by the City of Florence on ____/____/____, during the hours of _____ AM/PM until _____ AM/PM for the purpose of

Name of Lessee

Witness _____

Signature of Lessee _____

Witness _____

Address of Lessee _____

Primary Contact Number _____ Secondary Contact Number _____

Email Address _____

DESIGNATED INDIVIDUAL INFORMATION

The Renter must have a designated individual at the Lawton Chase House to accept deliveries; city staff cannot accept deliveries on behalf of the Renter. The designated individual for your rental event will need to be present during the event and remain at the Lawton Chase House until your event has ended (including setup and take down time). Prior to departure, the renter's designated individual must sign a checklist provided by the city staff.

Name of Designated Individual

Business Name (if applicable)

Address City, State and Zip _____

Primary Contact Number _____

Secondary Contact Number _____

Email Address _____

CREDIT CARD AUTHORIZATION FORM

Name on the card: _____

Type of card: Visa _____ MC _____ AmEx _____ Discover _____ Other _____

Account Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State and Zip: _____

Phone Number: _____

Event Date: _____

By signing this form, you authorize the City of Florence to charge your card for any additional charges incurred during your rental.

Signed: _____ Date: _____

For COF staff use only

Amount to be Charged: _____

Description of Charges: _____

Date Charged: _____

COF Staff Signature: _____