

## S.C. Confederate Relic Room and Military Museum

### Rental Agreement

#### Gallery Rental Fees

Daytime (10:00 – 4:30)	1 – 150 guests	\$200.00
	151 – 300 guests	\$300.00
	301 – 500 guests	\$400.00
Evening (5:00 - 9:00)		\$150.00 per hour

#### Room Prices

Education Room	\$125.00 a day / \$75.00 a day (Members) \$65.00 for ½ a day (after 4 ½ hours considered a full day) / \$40.00 a day (Members)
Conference Room	\$40.00 for a day / \$25.00 a day (Members) \$25.00 for ½ a day / \$15.00 a day (Members)

**\*Note: For every 30 minutes before 8:30 a.m. there is an additional charge of \$25.00 per ½ hour and \$50.00 for an hour.**

**\*\*Note: Additional charge of \$30.00 for special set-up or extras that might be required.**

#### Equipment Prices

Projector/Mounted screen/Podium/Laptop/Easel	Free
Kitchen Use (sink, refrigerator (ice on request), microwave, 50-cup coffee pot, coffee, condiments	\$25.00

#### Rental Policy

- All checks must be made out to the S. C. Confederate Relic Room and Military Museum.
- A 25% *non-refundable fee of the total amount* is due with the signed agreement.
- The rental of the museum is an activity secondary to the museum's mission.

- The South Carolina Confederate Relic Room and Military Museum will not allow any outside organization to utilize its facilities in any way that threatens the museum’s primary mission.
- Not for use as a venue for communication to the public, i.e., political forum.
- Only available for any group or organization having an operational or organizational meeting.
- Only defined membership/constituents.
- No invitation to the general public for meetings.

**Rental Procedure**

- Tape, glue or other adhesive products may not be used on museum surfaces.
- Glitter, confetti or similar materials may not be used on museum property.
- Live plants may be used in rental areas only.
- Damage to any museum property will be repaired at the renter’s expense.
- **Loading Zone C** should be used for transportation of food for the meeting.
- Food and drink are not allowed in public areas of the museum.
- Transportation of food through the museum galleries is not permitted.
- All food and equipment must be removed after the event.
- White tablecloths, tables, and chairs are provided.
- Free gallery and exhibit access with rentals
- Fully accessible to the mobility impaired
- Confederate Relic Room and Military Museum Gift Shop
- Ample free parking

If you have any questions, call Shirley Schoonover at (803)737-8093.

**Location**

We are located in the Columbia Mills Building at 301 Gervais Street in Columbia S.C. We are located in the same building as the S.C. State Museum beside the historical Gervais Street Bridge and a few blocks west of the State Capitol in downtown Columbia.

I have read these rules and regulations and agree to abide by them when hosting an event at the S.C. Confederate Relic Room and Military Museum.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 For \_\_\_\_\_

\_\_\_\_\_   
 Museum Signature

\_\_\_\_\_   
 Date(s): \_\_\_\_\_