



## Rental Client Contact Information Sheet

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ Available: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Caterer: \_\_\_\_\_ Coordinator: \_\_\_\_\_

**Facilities Rented: (circle all that apply)**

Full Museum	First Floor	Second Floor	Resource Room
Theater	Conference Room	Pepsi Lounge	Other

Facility Rental Price Quoted: \_\_\_\_\_

Security Price: \_\_\_\_\_

Equipment Rental Price: \_\_\_\_\_

Other Fee Price: \_\_\_\_\_

Total Rental Price: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Hold Request: \_\_\_\_\_



## Rental Contract and License Agreement

**This License Agreement** is made as of \_\_\_\_\_ (Date) by and between the **UPCOUNTRY HISTORY MUSEUM-FURMAN UNIVERSITY** ("Museum") and \_\_\_\_\_ ("Client").

Client wishes to enter upon and use the Museum property located at 540 Buncombe Street, Greenville, SC, on \_\_\_\_\_ ("Event Date") for \_\_\_\_\_ (Event) for the agreed upon amount, including but not limited to Rental Fee, Security, Equipment Rentals, and other Incidentals, of \$ \_\_\_\_\_. Client agrees to the terms and conditions set forth in this rental packet, including but not limited to all forms, policies, procedures, and requirements.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained for other good and valuable consideration, intending to be legally bound, the parties hereto agree as follows:

1. Museum licenses and permits Client, its officers, employees, agents, servants, and guests (collectively Client's guests) to enter upon and use the Museum on the Event Date and for the above purpose(s) subject to all applicable code laws, rules, and regulations. The number of Guests of Client shall be as noted in the building use plan completed by the Client no less than 30 days prior to taking occupancy of the Museum (unless affirmatively waived by Museum) but in no event shall the number exceed maximum occupancy permitted by local fire codes (500 Guests).
2. Client shall have access to the Museum on the Event Date for the specified hours listed in the contract forms. Such access shall be limited to the areas of the Property specified in the contract forms and approved by the Museum.
3. Client will provide Museum with a credit card to have on file in case of any additional costs incurred, such as but not limited to, additional Event Time, damages, etc. Client's card will not be charged without notification from the Museum.
4. At the time of the signing of this Agreement, Client shall pay Museum a **nonrefundable deposit in the amount of \$ \_\_\_\_\_**. No less than 90 days before the Event Date, **half of the remaining balance is due, and this is also nonrefundable**. No less than 14 days before the Event Date, Client shall pay Museum the remaining balance. If the balance of these fees is not paid 14 days before the Event Date, this contract and agreement are null and void and all monies paid by Client are forfeited.
5. In the event of cancellation less than 90 days before the Event Date, the Client acknowledges that **none of the monies paid to Museum will be returned to Client**. Client agrees to indemnify, reimburse, and hold harmless Museum for any claims, actions, damages, liabilities, and expenses (including costs and reasonable attorney's fees) arising out of Client's breach of this Agreement and Contract.
6. Client will deliver a Certificate of Insurance to the Museum within 14 days of the Event Date stating the following: Bodily Injury and Property Damage Liability Protection in an amount no less than \$1,000,000.00 combined single limit, naming "Upcountry History Museum-Furman University, its Officers, Employees, Agents, and Trustees" as additional insured under such policies for the Term of the Event. The policy will note "Liquor Liability" if alcohol is served or consumed at the Event. If these documents are not on file with the Museum within 14 days of the event date, the Museum has the right to cancel the event without refunding any monies paid by Client. The Museum must also have Certificate of Insurance for the Client's Caterer and the Client's Bartender.

540 Buncombe Street, Greenville, SC 29601  
864-467-3100

Kimberly Adams, Events Coordinator [Kimberly@upcountryhistory.org](mailto:Kimberly@upcountryhistory.org)



**7. CATERERS MUST BE SELECTED FROM THE MUSEUM’S REQUIRED VENDOR LIST UNLESS PRIOR PERMISSION HAS BEEN GRANTED, IN WRITING, BY THE MUSEUM.**

The Museum is not responsible or liable for any monies paid to Museum or another vendor by Client if Client did not verify the caterer’s rights at the Museum before securing said caterer.

8. All wedding receptions MUST HAVE a professional Day-Of Wedding Coordinator for the day of the event. The coordinator MUST be one chosen from the required vendor list offered by the Museum. The coordinator is responsible for the layout, timeline, run-of-show, any décor needs client has, and orchestrating the ceremony and/or reception. The coordinator or one of her assistants must be there for setup and breakdown. The coordinator MAY NOT LEAVE until breakdown is over. The coordinator must stay until the Client’s belongings have been removed from the museum, taken to the basement, or otherwise packed up and stowed.

9. All wedding ceremonies and/or receptions must rent the entire Museum and not a portion thereof.

10. Client and his/her agents agree to leave the Museum clean and in the same condition as it was at the commencement of the Client’s event. The museum does have a cleaning crew, but any spills, messes, food items, trash, etc. must be handled by the Client or his/her agents at the conclusion of the event. The Museum staff will do a walk-through before the Client’s agents/vendors leave the premises to make sure the museum is returned to its regular operating state and ready to open for business the next day. ABSOLUTELY NO TAPE, ADHESIVES, NAILS, TACKS, OR ANY OTHER EQUIPMENT THAT COULD PERMANENTLY DAMAGE THE MUSEUM MAY BE USED BY THE CLIENT OR HIS/HER AGENTS. ALL DÉCOR AND SETUP MUST HAVE APPROVAL FROM THE MUSEUM. CLIENTS REQUIRING EXTENSION CORDS OR POWER STRIPS SHOULD BRING THEIR OWN AND BRING DROP CLOTHS OR RUGS TO PLACE OVER CORDS. CORDS MAY NOT BE TAPED TO THE FLOOR OR TO WALLS.

11. The Museum does not have a sound system for Client’s use. Musicians and DJs must have all of their own sound equipment and cords.

12. Elevator access may not be blocked or restricted during and Event.

13. THE SETUP AND BREAKDOWN OF ALL TABLES, CHAIRS, LINENS, CENTERPIECES, DÉCOR, FOOD, ETC. IS THE RESPONSIBILITY OF THE CLIENT AND HIS/HER AGENTS/VENDORS UNLESS OTHERWISE STATED IN WRITING AND SIGNED BY THE MUSEUM REPRESENTATIVE. THE MUSEUM IS NOT RESPONSIBLE FOR ANY EVENT SETUP/BREAKDOWN/CLEANUP.

14. Cash bars are not allowed at the Museum.

15. The Museum is NOT responsible for ANY items left at the conclusion of Client’s event.

16. This agreement shall be governed and construed in accordance with the laws of South Carolina and may not be amended except by agreement in writing. This agreement shall be binding upon the Museum, the Client, and their respective heirs, successors, and assigns. Signing by the Client of this Contract is the Client’s acknowledgement they have read and understand all terms and policies outlined in the Museum rental packet and contract packet.

**In Witness Whereof**, the Museum and the Client have signed this Contract as of \_\_\_\_\_, 20\_\_\_\_\_.

Client acknowledges with his/her signature that he/she has read and agreed to all terms listed in the contract and rental packet.

\_\_\_\_\_  
Upcountry History Museum Events Coordinator

\_\_\_\_\_  
Client Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email



## General Museum Policies

Client Name:

Event Date:

1. Setup is not permitted in the general public areas of the Museum until 4:00pm. Items may be brought to the Museum basement after 10:00am and vendors may stage in this area. If vendors use the Museum basement, they are required to clean any mess or debris left from their staging.
2. The Museum DOES NOT have any equipment for use by Clients' vendors unless specifically listed in this packet. Items such as trash cans and liners, glassware, stemware, china, towels, zip ties, power strips, extension cords, votives, etc. must be brought by the Client or his/hervendors.
3. The Event must be concluded by the specified contracted time unless otherwise agreed upon by the Museum staff and noted in writing. Cleanup must be completed by the specified contracted time or a \$200 fee will be assessed for each additional hour or part thereof needed for cleanup and must be paid by the Client.
4. Two Museum staff will be present during your event. Any issues should be reported to the front desk immediately. Museum staff is present to oversee the best interest of the Museum and to ensure the rules and policies outlined in the contract are followed by the Client and his/her vendors. Museum staff is not part of the event staff and are not responsible for the execution of the Client's event.
5. Security is required for all events. Typically, one security guard per 125 guests is sufficient. However, certain events may require extra security. This will be determined by the Museum. The Museum uses Bravo One Security for all events.
6. No open flames are permitted. Candles must be in a container with at least a 1" lip higher than the candle flame. Candelabras are only permitted with battery-operated candles.
7. Contact information for all vendors must be provided to the Museum at least one week before the event.
8. Client is responsible for making sure all of his/her vendors are aware of and adhere to the Museum policies.
9. If alcohol is served, the Client is the ultimate responsible party.
10. The Museum will not be responsible for any item or property belonging to guests that is lost, stolen, damaged, or destroyed while on Museum property.
11. Smoking is prohibited anywhere within the Museum, including the basement and stairwells.
12. Children must be under adult supervision at all times.
13. Reception send-offs are limited to bubbles, sparklers, glo-sticks, and wands.
14. Only fake flower petals may be used for events, and they may not be used for send-offs.
15. The Client is required to bring a metal bucket and sand for a sparkler send-off and the Client or his/her vendor is responsible for the disposal of the bucket contents after the send-off.
16. No tape, adhesives, or attachments of any kind other than zip-ties and fishing line may be used in the Museum.
17. Caterers MUST BE SELECTED from the Museum required vendor list. It is not the responsibility of the Museum if a client pays a deposit to a Caterer or Coordinator selected from the list provided. If a Client wishes to use a different caterer or coordinator, prior permission must be given by the Museum.
18. Client DOES NOT have the right to alter the policies set forth in the contract or any other signed agreement with the Museum, nor do the Client's vendors have such a right. Each vendor must do a walk-through with the Museum staff at the conclusion of the event. If a vendor leaves before completing said walk-through, a \$200 fine will be levied against the Client.

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Client Signature

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Date



**General Vendor Policies** (not inclusive)

**Client Name:**

**Event Date:**

1. Clients and his/her vendors are responsible for all setup/breakdown/cleanup.
2. No setup in public areas until **4:00pm**. The elevator **MAY NOT** be locked while there are still guests in the Museum.
3. Vendors may stage in the basement after 10:00am. Vendors must clean-up any debris, spills, trash from the basement after staging is complete.
4. All tables and chairs must be placed back in the correct place in the Museum basement.
5. Cleanup must be completed by \_\_\_\_\_ am/pm. A fee will be charged to the Client for every hour or part thereof after \_\_\_\_\_ am/pm.
6. Caterers and bartenders are required to clean the kitchen and any location where food is served or consumed. This includes, but is not limited to, mopping and vacuuming if necessary.
7. All trash must be removed from the Museum and taken to the dumpster in the Museum parking lot.
8. Frying and open flames are not permitted at the Museum.
9. The oven in the kitchen **IS NOT FUNCTIONING AND MAY NOT BE USED**. The kitchen has an ice machine and refrigerator.
10. The kitchen sink **DOES NOT** have a disposal. All food must be placed in trash cans.
11. All vendors must provide their own equipment, including power cords, towels, catering tools, trash cans, liners, etc. The Museum does not have these items.
12. Bartenders must be provided by the caterer or an independent, licensed mobile bar service. Alcohol must be served by an insured business. Under no circumstances is alcohol to be served to anyone under 21 years old. **SHOTS ARE NOT PERMITTED.**
13. Bartenders are responsible for not overserving guests. The Museum reserves the right to close a bar, remove a guest, or otherwise control the service of alcohol if it appears the Museum, the Client, the guests, or the general public may be put at risk.
14. Caterers and Coordinators **MUST** selected from the Museum's required vendor list.
15. The Museum must have a current COLI on file for each vendor the Client is using.
16. The Museum has the right to refuse certain caterers from working at the Museum.
17. Florist must determine with client who is responsible for vases and floral removal at the end of event.

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Caterer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Bartender Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**DJ/ Band Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Florist Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Coordinator Signature**

\_\_\_\_\_  
**Date**



## Sparkler Addendum

Client Name:

Event Date:

Permission is given for the use of sparklers with the agreement that the following rules are followed:

1. No guests may be in possession of sparklers inside the Museum.
2. Sparklers may only be lit outside.
3. Client must provide lighters and buckets with sand.
4. Client is responsible for removal and disposal of sand buckets.
5. Any debris from sparklers is to be removed by Client or Client's vendors.
6. Client assumes full responsibility for the use of sparklers.
7. Client acknowledges that if proper equipment, such as lighters and sand buckets, is not provided, Museum can revoke this permission for sparkler use.

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Client Signature

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Date



## Rental Equipment Checklist

Client Name:

Event Date:

Tables and Chairs Included in Rental:

11 60" Rounds  
18 6' Banquet  
5 8' Banquet  
6 Cocktail  
170 Black Chairs

A/V Equipment Needs:

Podium - \$25  
Theater Projector/Screen - \$50  
DVD in Pulpit - \$25  
Wireless Microphone - \$20  
Lavalier Microphone - \$75

Museum **DOES NOT** have linens. Rental of linens, additional tables, additional chairs, or additional equipment is the responsibility of and at the expense of the Client. The Museum will not include or rent any additional items at the Museum's expense.

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Client Signature

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Date



## Vendor List

Client Name:

Event Date:

Event Coordinator:

Email:

Phone:

Caterer:

Email:

Phone:

DJ/Band:

Email:

Phone:

Florist:

Email:

Phone:

Photographer:

Email:

Phone:

Additional Vendors Contact Information:

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Client Signature

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Date





## Credit Card Authorization Form

Client Name:

Event Date:

A photocopy of the front and back of the credit card must be attached to these documents.

Card Type:  
Card Number:  
Expiration Date:  
CVV:  
Billing Zip Code:  
Name on Card:

Total Rental Amount:  
Deposit Amount:  
Date and Amount of Second Payment:  
Date and Amount of Final Payment:

I hereby authorize the Upcountry History Museum – Furman University to process the credit card listed for the above amounts on the above dates.

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Client Signature

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Date



**APPROVED REQUIRED VENDORS - CATERERS**



Bagatelle Caterers - 864-322-9001 – [www.bagatellecaterers.com](http://www.bagatellecaterers.com)



Bon Appetit - Furman - 864-294-3212– <https://furman.catertrax.com>



CHEF360 Catering – 864-242-5578 – [www.chef360catering.com](http://www.chef360catering.com)



Concierge on Call – 864-444-6421 – [oncallgreenville@gmail.com](mailto:oncallgreenville@gmail.com)



Good Life Catering – 864-605-0130 – [www.goodlifecateringonline.com](http://www.goodlifecateringonline.com)



Holmes Catering – 864-473-0303 – [www.timholmescatering.com](http://www.timholmescatering.com)



Reeves Catering – 864-275-0021 – [www.reevescatering.com](http://www.reevescatering.com)



Sullivan's Metro Grill – 864-226-8945 – [www.sullivanmetrogrill.com](http://www.sullivanmetrogrill.com)

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## APPROVED REQUIRED VENDORS - COORDINATORS



Crystal Williams Events – 864-241-4415 – [www.facebook.com/crystalwilliamsevents](http://www.facebook.com/crystalwilliamsevents)



Girl Friday Event Coordination – 864-361-8794 – [www.girlfridaysc.com](http://www.girlfridaysc.com)



Love This Little City – 864-365-6062 – [www.lovethislittlecity.com](http://www.lovethislittlecity.com)



Mandy Powell LLC - (864) 303-6243 - [www.mandy-powellweddings.com](http://www.mandy-powellweddings.com)

## Preferred (Not Required) Vendors

### Bar Service

**Liquid Catering** – 864-248-4850 – [www.liquid-catering.com](http://www.liquid-catering.com)

### Wedding Officiant

**Danielle M. Baker** – 864-303-8742 – [www.theweddinglady.us](http://www.theweddinglady.us)

### Photography

**famZing Photography** – 864-309-9310 – [www.famzing.com](http://www.famzing.com)

**j. jones photography** – 864-477-9171 – [www.joshjonesphoto.com](http://www.joshjonesphoto.com)

**Photography and Design by Jenny** – 864-630-1966 – [www.photographyanddesignbyjenny.com](http://www.photographyanddesignbyjenny.com)

### Entertainment

**G-Vegas DJ** – 864-834-2131 – [www.gvegasdj.com](http://www.gvegasdj.com)

**Jumping Jukebox** – 864-963-5030 – [www.jumpingjukeboxonline.com](http://www.jumpingjukeboxonline.com)

**Premiere Party Entertainment** – 864-386-5876 – [www.ppedj.com](http://www.ppedj.com)

### Cake Decorators

**Couture Cakes of Greenville** – 864-288-6610 – [www.couturecakesofgreenville.com](http://www.couturecakesofgreenville.com)

**Gretchen's ABS Cakes** – 864-297-3095 – [www.facebook.com/Gretchens-Abs-Cakes-Cafe-and-Supplies-146027832106264](http://www.facebook.com/Gretchens-Abs-Cakes-Cafe-and-Supplies-146027832106264)

**Holly's Cakes** – 864-224-6655 – [www.hollyscakes.com](http://www.hollyscakes.com)

### Florists

**Just Weddings, Flowers by Kaye** – 864-246-5888 – [www.justweddings.biz](http://www.justweddings.biz)

**Sharron Trawick** – 864-814-9127

**Static Flowers** – 864-450-3754 – [www.staticflowers.com](http://www.staticflowers.com)

### Rental and Lighting Companies

**Industry Event Rentals** – 864-735-7845 – [www.industryeventrentals.com](http://www.industryeventrentals.com)

**Optrics Ltd.** – 864-525-9840 – [www.optricsltd.com](http://www.optricsltd.com)

**Professional Party Rentals** – 864-627-8808 – [www.professionalpartyrentals.com](http://www.professionalpartyrentals.com)

**Tri County Rentals** – 864-295-8775 – [www.tri-countyrentals.com](http://www.tri-countyrentals.com)

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