

**BRYAN HOUSE
RENTAL CONTRACT**

(As of 08 Feb 2010)

BRYAN HOUSE, located at 606 Main Street, Conway, SC, is owned by the Horry County Historical Society which is headquartered in three upstairs rooms. The downstairs, the “carriage house” and the grounds are available for meetings and other “non-party” approved events.

Interested parties should contact the Horry County Historical Society, (843) 488-1966.
Please leave a message and someone will get back in touch with you.

EVENT RENTAL RATES:

The maximum allowable attendance per fire codes is 153.

Meetings, retreats or other non-party events - \$25 per hour for a minimum of eight (8) hours.
($\$25/\text{hr} \times 8 \text{ hrs.} = \200)

Additional costs to reserve Bryan House for events in this category include:

1. \$100 non-returnable reservation fee (credited to final bill)
2. \$100 cleaning fee
3. \$125 damage deposit, returnable if the house and grounds are left in reasonable condition

“Reasonable condition” is defined as normal wear with no breakage or damage which cannot be easily remedied by Bryan House housekeeping or lawn services.

Checks for the returnable damage fee must be claimed at the HCHS office and will not be mailed.

Organizations at the corporate donor level may use Bryan House for meetings at no charge (event liability insurance naming the HCHS as an additional insured is still recommended. See next paragraph.) These organizations are exempt from the reservation fee, the pre-paid cleaning fee and the damage deposit. They are responsible for having Bryan House cleaned after their meeting. They may either do the cleaning themselves or pay a fee to the HCHS to have it cleaned. Regular rates apply to these organizations for uses other than “meetings” unless approved beforehand. If any damages occur to property, the organization is responsible for repairs.

Lessee hereby acknowledges that the HCHS does not carry event liability insurance for renters of the property or for their guests. It is highly recommended that renters obtain their own insurance for their event. If the Lessee chooses to purchase event liability insurance, they are requested to add the Horry County Historical Society as an additional named insured on the policy.

Members of Horry County Historical Society and corporate sponsors of Bryan House are entitled to a 10% discount on rental fees. Membership fees must be paid directly to HCHS prior to reserving the house in order for the discount to apply. Multiple discounts do not apply.

Rentals are on a first-come, first-serve basis. Rental fees are subject to change by the board of directors of Horry County Historical Society as needed. Rate changes do not apply to rentals for which reservation fees have been paid.

REGULATIONS:

A Bryan House representative must be present during rentals to facilitate the use of the house. This person is neither a server nor cleaner, but will familiarize the hosts or hostesses with various aspects of the house as needed to have a successful event.

Furniture and decorative items belonging to Bryan House may not be moved without permission of the attending Bryan House representative. The antique organ and piano are for decorative purposes and not to be played.

Rental of Bryan House includes the use of the downstairs of the house (upstairs is not open to the public during rental events), the “carriage house” (excluding the locked storage room) and the grounds.

Bryan House is a smoke-free facility. Smoking is not permitted anywhere on the property, due to its historic nature.

Bryan House closes at midnight for all events.

The downstairs library is the only Bryan House room in which alcoholic beverages or punches may be served. Weather permitting; guests will circulate more if the bar is on the porch, in the carriage house or on the grounds. A bartender (professional or amateur) must supervise the dispensing of beverages and be responsible for keeping the area tidy to minimize spilled beverages, broken glass or similar problems. The bartender is also responsible for removing all bar-related supplies following the event.

Live music is allowed at Bryan House, but electric bands must set up outdoors using special power outlets provided on the side of Bryan House. Bands may not play past midnight and should not be so loud as to draw complaints from residential neighbors. Dancing is allowed outdoors, in the carriage house or on the porch, but not in Bryan House.

Thirty folding chairs and six folding serving tables on the premises are available during rentals but must be returned to storage afterwards. White porch curtains are also available to enhance the porch atmosphere for a cleaning fee of \$25.

Bryan House cooking facilities are limited to one large microwave oven and a commercial coffee machine. Additionally, protective table pads requiring tablecloth covers are provided for the dining room table and oval buffet table. The kitchen provides no other beverage or food service items so caterers should preview the kitchen prior to an event and plan accordingly. Outdoor grilling is acceptable provided it occurs at a safe distance from the buildings and landscaping. Caterers are responsible for leaving areas they utilized tidy, removing all leftover food items and disposing of all garbage in Bryan House garbage receptacles behind the carriage house.

Container flowers and related plants/decorative materials are allowed but must be in water-tight containers. No flowers or decorations may be attached to window treatments, windows, doors, mantles, light fixtures or other architectural elements of the house. Nails, tacks or glue should not be applied to Bryan House surfaces, and cutting of plant material on Bryan House grounds is forbidden. Event flowers/decorations must be removed within 24 hours after an event; pick-up arrangements should be made with the Bryan House representative at your event.

Lighted candles are not allowed in Bryan House, its carriage house or porches. Exception is made for chafing dish warming candles or sterno, provided they are properly installed. Lighted candles may be used on the grounds provided they have surrounding glass covers such as hurricane shades. Open-flame “tiki” lamps, fireworks and sparklers are not allowed, but electric or battery-powered candles are acceptable throughout the premises. Any tents must comply with Conway fire codes requiring fire-retardant material.

Confetti, rice, artificial flower petals and birdseed may not be tossed to celebrate an event. Bubbles or fresh flower petals may be dispersed outdoors only.

I have read the above “Bryan House Event Rental Rates and Regulations” and agree to comply.

Signature of Lessee: _____ **Date:** _____

Signature of Witness: _____ **Date:** _____

Signature of Lessor’s Agent: _____ **Date:** _____

Signature of Witness: _____ **Date:** _____

RENTAL TIME PERIOD:

Rental Date: _____

Start Time: _____

End Time: _____

Total Hours Rented: _____

RENTAL RATE CALCULATIONS:

Type of Event: _____

Non-returnable reservation fee: \$ _____ (credited to final bill)

Cleaning fee: \$ _____

Damage Deposit: \$ _____ (returnable if property is left in reasonable condition)

Charge per hour: \$ _____ **Hours rented:** _____ **Rental fee:** \$ _____

Misc. charges: \$ _____

Signature of Lessee: _____ **Date:** _____

Signature of Lessor's Agent: _____ **Date:** _____