

Phillips Market Center
Rental Policies

Facility Availability

The T. Ashton Phillips Market Center (MC) is available for rental on a first-come first-served basis.

Reservations may be made up to two (2) years in advance.

The Market Center will not be open on Christmas and Thanksgiving Holidays.

Facility rental rates are established at the time a “hold” date is requested. A refundable security deposit of \$250 is due at the time of reservation. The entire rental fee is due one month (30 days) before the event date.

The Rental Reservation Request form should be completely filled out and submitted along with the security deposit. Fees may be paid with a credit card, check or cash.

The rental fee includes general cleaning; however, the renter is responsible for placing trash in receptacles.

All wedding party events require 8 hour rental period except rehearsal dinners.

The contract will stipulate the specific “start” and “end” times a room(s) has been reserved. The renter cannot have access to the room and/or facilities prior to the contracted “start” time.

The renter, guests and other event service personnel must leave the building no later than the contracted “end” time. Renter may be charged additional hour(s) based on the additional hour rate. This charge will be deducted from the security deposit and may be invoiced for charges above the security deposit amount.

If renter cancels 30 days or more before the events, they will receive security deposit and any fees paid. If customer cancels less than 30 days of the event security deposit or fees are non- refundable.

Renter agrees to describe event accurately. Renter may forfeit all fees paid if it is learned that any use other than the described event description is intended.

Event Use Policies

The renter agrees to hold harmless the Market Center for any accident or injury, which may occur to a person or persons on the premises during the rental period. The renter agrees to hold harmless the Market Center for any items left unattended, misplaced, or unclaimed during or after the rental period.

All decorations must be approved in advance with the event coordinator. No types of chemicals, paints, toxic materials, tape or glue are to be used or affixed on tables, walls, floors or doors of the Conference Center (inside or outside). For weddings, receptions and parties: no rice, confetti, glitter, or birdseed may be used.

The renter must abide by all alcoholic beverage control laws and regulations. Temporary alcohol permits may be required and may be obtained from the Department of Revenue at least two weeks prior to the event. All bars are to be closed one-half hour prior to the scheduled end of the event.

For all functions involving the use of alcohol the renter must sign a Market Center Alcohol Agreement. Please refer to the Alcoholic Beverage Agreement for complete details.

The Market Center reserves the right to require security by the Lexington County Sheriff’s Office for any event. Should security be required the renter will be responsible for any and all cost. Renter agrees to pay for security if necessary in the amount of \$90 per officer for events 3 hours or less and \$30 per hour per officer for each additional hour.

The Market Center staff and Lexington County Sheriff’s Office has the authority to stop an event due to unacceptable behavior. If the event is stopped due to unacceptable behavior, no refunds will be allowed.

Pricing

All fees include the use of the room, podium microphones, and set-up. There is an extra cost for other equipment. (See Chart)

Weekday, Weekend Rentals:	Full Day		Half Day	
	Weekday	Weekend*	Weekday	Weekend
Meeting Room A- 1800sq'	\$350	\$450	\$250	\$350
Meeting Room B- 1800sq'	\$350	\$450	\$250	\$350
Combined (A+B) - 3600sq'	\$600	\$700	\$350	\$450
Board Room- 500sq'	\$250	\$350	\$150	\$200
Kitchen	\$250	\$250	\$150	\$150

***Weekend rates begin after 4p.m. Friday**

Wedding Packages *

Rehearsal (without linens)	\$900
Rehearsal (with linens)	\$1500
Reception (without linens)	\$1250
Reception (with linens)	\$1650
Wedding & Reception (without linens)	\$1500
Wedding & Reception (with linens)	\$1950

** All Wedding events have an 8hr. time frame and include the auditorium and the basic use of the kitchen. Setup and breakdown time must be included in your total rental hours. Everyone must be out of the facility BEFORE 12 midnight or your entire deposit will be forfeited.*

**There is a \$500 deposit due on the day you reserve your event date. This deposit will be refunded 10-14 days after the event, less any damage costs or additional fees incurred.*

Additional Meeting Needs:

Kitchen Appliances:

Warmers	\$25/each
Convection Oven, Grill, Deep Fryer	\$50/each

Equipment / Accompanying Items:

Audio Visual Package for Board Room	\$25
Audio Visual Package Conference Room	\$75
55" LCD, HD Mobile Televisions	\$25/each
-Linens: Round Table Linen "Toppers"	\$8/each
Plastic Toppers	\$1.50/each
Long Round Table Linens	\$13/each
Rectangle Table Linens (6 ft)	\$13/each
Napkins	\$1.50/each

Table:

30" Cocktail Table	\$12
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Beverages:

Coffee	\$6 per pot (64oz) (Includes; Cream, Sugar, Cups)
Soft Drinks/ Water	Available upon request

Security Personnel (if needed)

\$90 per officer for 3 hours or less
\$30 per hour, per officer for each additional hour

Security Deposit for Auditorium

\$250

Security Deposit for Kitchen

\$150

Charge for Exceeding Hours Rented

\$100/hour

Government Agencies, receive

20% Discount

**According to the Clean Indoor Act of 1990, Smoking is prohibited in the Phillips Market Center.
No exotic (male or female) dancers are permitted in the Phillips Market Center.
NO CONCEALABLE WEAPONS ALLOWED (Sect 16-23-420, SC State Law).**

Revised 8/27/2013