

# Event space rental



Bring energy and atmosphere to your next event! Our versatile space features a vibrant modern aesthetic - the perfect backdrop for hosting workshops, seminars, receptions, mix-and-mingles, or celebratory social events.

## Local Works Full Space Rental

**Available: Evenings and weekends only**

**50 standing comfortably** | *Nonprofit rates are available*

Local Works Member .....\$100

Non-Member.....\$200/hr | \$400 Half Day (4 hours) | \$600 Full Day

Lowcountry Local First Member..... 15% off Non-Member price

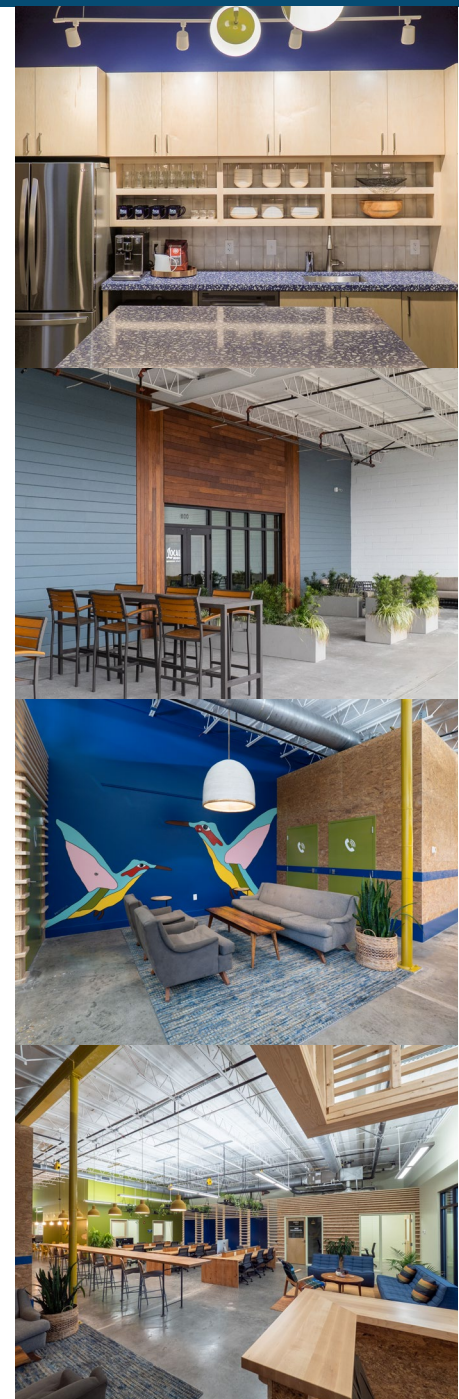
### AMENITIES:

- Fit for groups of up to 45 (*please reach out directly if you're planning an event with more than 45 people*)
- Two relaxed lounge spaces
- Large open space with tables, chairs, and soft seating
- Community kitchen equipped with fridge/freezer, dishwasher, microwave, plates, utensils, glassware and water (*note, there is no stove or oven*)
- Covered, furnished outdoor patio
- Complimentary WiFi
- Restrooms
- Plenty of on-site parking for guests/attendees

**Come by for a tour and see if Local Works is a fit for your next event.**

843.801.3390

cowork@lowcountrylocalfirst.org



**Local Works at the Lumberyard**  
1859 Summerville Ave. Suite 800  
Charleston, SC 29405

[www.localworkscharleston.org](http://www.localworkscharleston.org)  
@localworks

Memberships support the work of Lowcountry Local First, a non-profit organization

# Local Works Rentals

## Rules & Regulations

### RESERVATIONS

- Renter must sign contract, credit card authorization form, and provide a 50% deposit in order to secure the event date.
- Renter MUST provide liability insurance naming Lowcountry Local First as an additional insured in the amount of \$1 Million. This is due 30 days prior to the event.
- Rental/contract time is inclusive of setup and breakdown time.
- Renter must understand that any time spent (including vendors) over the contracted event time, must pay the hourly fee designated above.
- Walk-throughs requested by the Renter prior to the event are welcomed but require 48-hour notice to the Local Works Community Manager.

### RENTALS AND ON-SITE FACILITIES

- Any tables, chairs or other furniture brought into the space for the event must be approved by Local Works Community Manager.
- No furniture may be removed from the space or moved within the space without approval from the Local Works Community Manager. Community tables and other furniture cannot be moved.
- The rental fee includes access to 1) parking as available 2) the main room, 3) the conference rooms, 4) restrooms, 5) kitchen area. Access to the private offices is prohibited.
- Renter is responsible for clean-up, including taking out the trash and recycling to large trash and recycling bins located across the building, as well as removal of all food/drink and other items brought into the space.

### CATERING, VENDORS & ALCOHOL

- Local Works' Preferred Vendors can be found at the Lowcountry Local First online Business Directory (<https://lowcountrylocalfirst.org/business-directory/>). Vendors on the LLF Business Directory are members of LLF—they are supporters of our mission, and they are locally-owned and independent businesses. We require the use of these businesses for all food and drink when the space is being provided in-kind. Otherwise, we encourage you to select from these businesses but you may use any locally-owned and independent business. Food and drink from non-locally-owned businesses is not allowed.
- Catering time for set-up and break-down must be included in your rental time.
- Please use compostable plates, napkins, serving utensils and other recyclable, sustainable materials whenever available.
- If the Renter is selling tickets for an event with alcohol OR selling alcohol at the event, Renter is responsible for securing appropriate ABL permits and a temporary liquor license and providing copies to the Community Manager.
- No live cooking with heat sources allowed.

### TERMS AND CONDITIONS

- No set up until after 5:30 pm on weekdays.
- Cancellations with at least 30 days' notice will be eligible for a full refund, with Community Manager's consent. Cancellations with at least 7 days' notice will be eligible for a 50% refund, with Community Manager's consent. Cancellation requests made within 7 days of the reservation will not be eligible for refund.
- Smoking is prohibited inside Local Works. Cigarettes must be removed from outdoor areas.
- No styrofoam cups or other environmentally harmful products. Confetti is prohibited in Local Works.
- Animals are not permitted in Local Works.
- Please be respectful of personal property located on the community tables.
- Alcoholic beverages are allowed inside Local Works but prohibited outside the building.
- Nothing may be attached to interior walls or building exterior at Local Works.
- ALL food, drinks, cups, plates and serving utensils must be out of the building and fridge at the end of the event.
- If there is damage to the building or any items within the building (as determined by the discretion of Lowcountry Local First staff), fees will be charged based on the cost of repairs or replacement.

### RENTER

Print Name \_\_\_\_\_ Company Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### LOCAL WORKS REP

Print Name \_\_\_\_\_ Company Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_