



# Santee Wateree RTA Room Reservation Form

## Renter Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address / Apartment /Unit # Email address*

\_\_\_\_\_  
*City State ZIP Code*

Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_

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

## Room Rental Information

**Room Rental:**       *Pavilion*       *Board Room*       *Training Room*       *Conference*  
**Please select one**      *(108 max)*      *(108 Max)*      *(55 Max)*      *Room (15 Max)*

**No. of Attendees** \_\_\_\_\_ **No. of Round Tables** \_\_\_\_\_ **No. of Chairs** \_\_\_\_\_

**No. of Rectangle Tables** \_\_\_\_\_

## Payment Information

***A Security Deposit of \$100 is required to secure the date. The balance of the rental must be paid one month prior to the event or it will be subject to cancellation. Payment can be cash, money order, credit or debit cards. Make money orders payable to SWRTA.***

*Balance Due Date* \_\_\_\_\_

## Signature

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

SWRTA Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Fax Completed Form to Attn: Pavilion Rental: (803) 938-9867

## General Information and Rules

- Do not release event or meeting information without receiving a confirmation from SWRTA of the room availability or official rental agreement.
- A deposit must be made to secure your date of the event. If the event is cancelled, you may choose another date up to six months from the date of cancellation
- Weekend rentals are between the hours of 10 a.m. – 10 p.m., which includes set up and clean up time.
- If you are late more than 20 minutes, without contacting the agency, you can be charged a fee of \$25, if not approved or forfeit your rental agreement.
- If children under twelve (12) will be at the event, please do not leave children unattended.
- Do not use equipment in the rooms unless you have already been designated to do so, and have been instructed on how to use the said equipment.
- The set up and clean-up is the responsibility of the renter.
- NO ALCOHOLIC BEVERAGES are allowed on the premises! Smoking is prohibited!
- There will be absolutely no affixing of anything to the inside walls, windows, or door frames. Any damage that may occur to any portion of the room or equipment will be charged to the organization or individuals hosting the event.
- A DJ with large production equipment, such as amplifiers, etc., is not allowed, if unsure please inquire.
- All events must begin and end promptly and according to the signed reservation agreement.
- SWRTA is not responsible for any property left at the venue after your event.
- All tables utilized for the event must have tablecloths.
- All tables and chairs must remain in the building.
- No grills, bouncy houses or slides.
- After the event, you are responsible for the following things:
  - Picking up all trash on the yard.
  - Removing all tape and balloons from grounds and any other areas they are posted.
  - Sweep the entire floor to include underneath the tables.
  - Check restrooms (Flush toilets, pick up any trash on the floors, make sure the area is clean)
  - Leave all tables and chairs in place, do not fold, and lean against the walls.
  - Wipe all used tables and wipe chairs that have food residue or smears.
  - Mop or wipe up all spills.
  - If the kitchen area is utilized, it must be left clean and free of debris.
  - Place all trash in the bin between the brick walls at the end of the bus station.

*Please use the contact numbers that are listed below to inform SWRTA personnel, if you are running behind schedule or completed your event earlier than scheduled.*

*I have read the conditions for the use of the event space and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.*

Contact Persons: Traci Collins (803) 775-9347 ext 102, SWRTA Rental Information Contact Person  
Randy Smith (803) 968 – 5417, Day of Event Contact Person

## Signature

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_