

## SENECA WOMAN'S CLUB at the HISTORIC BALLENGER HOUSE

212 East South Third St, Seneca, SC 29678

### REQUIREMENTS AND RULES FOR RENTAL

All reservations must be made in advance (first come, first serve basis) by completing the application and the rental agreement forms (which are available from the Seneca Woman's Club (SWC) Representative or on the Historic Ballenger House (HBH) Web site at [www.BallengerHouse.org](http://www.BallengerHouse.org)) the renter agrees:

1. All fees for the rental must be paid in advance. Confirmation of reservation is when the rental check clears the bank. Two separate checks will be provided; the second is the security deposit.
2. The person in whose name the house is being rented must be present at the function and is responsible for seeing that the rules are followed. The renter is also responsible for the guests and any damages to the house or property during the time of the rental.
3. The building and grounds will be checked after use. Shrubs, plants, flowers, foliage from the trees on the grounds may not be cut, broken off or used in any manner. If the house and grounds are left in an acceptable condition, the deposit will be refunded to the renter within **two weeks of the event**.
4. A fee will be charged for any item broken, lost or damaged; cleaning fees may be assessed; such fees will impact the deposit; **if the deposit is exceeded, additional charges will result.**
5. Keys are available from the SWC Representative on the day of the event. Keys are returned to the SWC Representative at the end of the event. The renter should make arrangements for key pickup and drop-off with the SWC Representative prior to the event.
6. Loss of key(s) will result in a fine equal to the cost of the new keys and locks **for all doors affected.**
7. If the renter would like to inspect the house prior to the date of rental, arrangements can be made with the SWC Representative.
8. The renter is responsible for scheduling and receiving all deliveries on the day of the event including flowers, decorations, catering supplies, rental items, etc. **The SWC Representative will not accept deliveries of any kind for an event.**
9. If the renter needs access to the house prior to the day of the event for deliveries or setup, the renter must lease an additional day, according to that day's rental fees.
10. Articles left at the house can not be held for more than one month, the HBH or the Seneca Woman's Club is not responsible for the renter's lost or stolen property.
11. The HBH floral arrangements (including containers) may be moved to different locations (or stored out of sight) but must not be taken apart or disturbed in any other way.
12. Only wines and champagne punch may be served; other alcoholic beverages are prohibited in the house and on the grounds. Violation of this rule will preclude future rental.
13. If a caterer is used for the event, their certificate of liability must be filed with the SWC Representative no later than one week prior to the event.
14. No smoking is allowed in the house at any time.

**SWC/HBH Requirements and Rules for Rental**

- 15. No cooking is allowed – only warming of foods.
- 16. Decorations can not be attached to the walls, ceilings, or chandeliers – interior or exterior.
- 17. Only fireproof material may be used in decorating.
- 18. Responsible use of candles is allowed; hurricane glass candle shades and trays are available for use, but the renter must provide all candles.
- 19. No rice or dried corn may be thrown at weddings. Birdseed is the option - outside the building only.
- 20. No dishes or other furnishing may be removed from the property.
- 21. No cutting of shrubbery or flowers is allowed from the grounds.
- 22. There is no phone at the house; renter should bring a cell phone if one is needed.
- 23. The renter must supply his/her own kitchen garbage bags, paper towels and doilies, cloth or paper napkins, candles, and other disposables as needed. The SWC does not provide house supplies.
- 24. Any and all house dishes and utensils used, must be cleaned, dried and returned to their proper place.
- 25. All perishable food must be removed from the Ballenger House.
- 26. All garbage must be bagged and placed outside in the green trash can.
- 27. Any furniture/rugs or accessories moved during an event must be returned to its original location.
- 28. Any person under 21 years of age must be under the supervision of the renter.
- 29. Fees are set by the SWC and may be obtained by calling the SWC Representative.
- 30. The SWC reserves the right to adjust the fees at any time according to the nature of the function, date of the event, length of time used, the area of the building involved, and the number attending the event.
- 31. The SWC has the right to have a member present during any rental event.
- 32. The contract can be canceled anytime during the first seven (7) calendar days from the date of the signed execution of the rental agreement with the return of all earnest money including the security deposit to be paid to \_\_\_\_\_ only within seven (7) calendar days.
- 33. Further, by initialing this section both parties agree that the contract can be canceled, by the renter, after the seven (7) calendar days up to the rented date of the event. The rental fee will be forfeited; however the security deposit will be returned. \_\_\_\_\_.

SWC Representative \_\_\_\_\_

Date \_\_\_\_\_

Renter \_\_\_\_\_

Date \_\_\_\_\_