

REGULATIONS FOR RENTAL OF HISTORIC PROPERTIES

(Rev. 12/2010)

The Code of Laws for South Carolina charges the Department of Parks, Recreation and Tourism with the responsibility to preserve and perpetuate our State's rich historical heritage by acquiring and managing sites of statewide historic significance. These impressive structures have been stabilized and restored to a point where they can be made available for public use.

The State Park Service recognizes its special obligation as guardian of these historic public properties. The first concern must always be to preserve and protect these structures, so each has regulations tailored to its special needs.

Regulations for Rental of Historic Properties

A. Reservation requests may be made by phone or in person. Reservation request are not valid until a completed and signed contract with payment has been submitted to the Park Representative of the requested property. A reservation is not valid until it is accepted and confirmed in writing by the Park. Refunds will be made if a written request is made with a copy of the payment receipt fifteen (15) days prior to the rental date. A fifteen-dollar handling fee will be charged on all refunds. No refund is possible after this fifteen-day period.

B. Space available for rental in Atalaya includes the Highway 17 side entrance, grassy courtyards, laundry room courtyard, restrooms, bear pen yard, oyster shed yard, outdoor studio and indoor studio. The interior of the house is not available during special events rentals.

C. The Department will deny reservation requests for any function construed to be a danger to the house or its contents, or result in excessive wear to the fabric of the house and grounds. The Department may deny a reservation request for other reasons.

D. A group renting a property may serve alcohol free of charge to its legal age guests. Alcoholic beverages shall be served and consumed only inside the house.

E. Smoking is not permitted in the house or courtyards. Designated smoking areas are outside of the facility.

F. One park employee in uniform may be in attendance at all rental functions if we believe it necessary.

G. The park staff has the right to ask any individual to leave the premises for any inappropriate behavior.

H. Music at rental functions is allowed. Excessively loud music/noise will **NOT** be permitted, nor is any instrument whose use or movement could damage the house.

I. Due to the historic design of these properties, many do not have handicap access. Before reserving a historic property for a function where handicap access will be needed, it is strongly advised you discuss your needs with the Park staff to see if the facility is appropriate for your function.

J. Food is permitted in designated areas in the house. The State Park Service assumes no responsibility for arrangements for refreshments or food. Seating, linens, flowers, serving pieces, china or other necessary accessories must be supplied by the group renting the house. For catered affairs, a supervisor with the catering firm must remain with waiters or other employees during the function. Arrangements

for set-up and takedown must be approved by the Park. Caterers or the renting group may not hire P.R.T. employees in any capacity or compensate them in any way.

K. Cleanup must be completed on the day of the function so that the house may be opened on schedule to the public. The park staff is not responsible for any items that are left in Atalaya. Trash must be placed in receptacles provided by the Park for that purpose. However, all food must be removed by the renter the day of the function.

L. The user shall assume all financial responsibility for damage to or loss of park property and for any and all personal injury, which may occur during or as a result of the use of the property.

M. All special needs must be arranged with the Park.

P. The use of rice or artificial flower petals is prohibited. Also, releasing of balloons, birds, butterflies or any type of insects will not be allowed.

Q. Parking is limited to designated parking areas. Deliveries and pick-ups at the house are allowed by prearrangement with the Park for purposes such as: Caterers, wedding parties, handicapped or elderly guests and other unusual circumstances.

R. Rental of historic structures shall be for social, cultural, or education functions. Rental for political, commercial, or fund raising purposes where fees are charged or merchandise is sold is prohibited without the written consent of the South Carolina Department of Parks, Recreation and Tourism.

S. The use of lighted wax candles is PROHIBITED inside the building unless enclosed in a container. Candles used may not damage, burn or leave marks on any part of Atalaya.

T. Event setup should take place after 1:00PM on the day of the function. Event planners/caterers must contact the Park for set-up arrangements.

I have read and understand all policies pertaining to this facility.

Signature: _____

Park Representative: _____

Date: _____