

# General Information

## Table Rock Lodge-

**233 Table Rock State Park Rd Pickens SC 29671**

(Please see Lease/Clean-up Check List for complete information on rental use and clean up)

### **The South Carolina State Park Service Mission Statement**

To raise personal income of South Carolinians by creating a better environment for economic growth through delivering state government services for effectively improving quality of life and promoting economic development through tourism.

### **Table Rock State Park Mission Statement**

To encourage people to discover South Carolina's State parks by providing Resource-based recreational and educational opportunities that emphasize the conservation, protection and interpretation of the State's natural and cultural resources.

### **Table Rock Lodge Rental Policy**

Table Rock State Park is a state owned public park that emphasizes stewardship and service. You, your guests, caterers and others associated with your event must be respectful of the environment and the other visitors of the park. As a user, you agree to help us keep the park beautiful by treating all areas, both indoors and out, with respect.

The park reserves the right to determine, on an individual basis, whether any particular event is of the type it deems appropriate with the mission of the park.

Policies are subject to change without notice at the discretion of the park.

*(Please see copy of park rules and regulations)*

Rental of this facility shall be for social, cultural or educational functions.

Rental for political, commercial or fund raising purposes where fees are charged or merchandise sold is prohibited without written consent of the Central Office of the Parks Division.

The user shall assume all financial responsibility for damage or loss of park property and for any and all personal injury, which may occur during or as a result of the use of property. A **credit card** will be secured before access is granted to the Lodge or any damages that may occur.

**\*\*\*To view the building before renting or to plan for your event-**  
please call the park the day you wish to visit to insure the building is not rented.

**When the building is rented we ask that you respect the guests by not going in or around the Lodge. During certain months (May, September, October) the building may be rented each day of the week for events, making it harder to view the building.**

If the building is not in use you may check out the key for 45min.

**Maximum Capacity: 200** (includes upstairs, downstairs, patio and balcony)

**Seating for 200 is not available in one area.**

(Seating capacity- depends on how the event is set-up, see information on tables/chairs)

**Availability:**

Table Rock Lodge is available for your special event year round during normal operating hours.

Call 864-878-9813 for rental. Events that extend past normal operating hours will be charged an overtime fine.

**Reservations:**

Reservations may be made up to 11 months to the day in advance

*Example: To make a reservation for October 25, 2015, you may call no earlier November 25, 2014.*

Reservations are accepted through the park at (864)878-9813. The full amount is due when reservation is made.

The Lease Agreement is due back to the park within 5 (five) days of payment being accepted.

**Payment:**

The total reservation fee must be paid at the time the reservation is made.

This includes all applicable taxes and reservation fees. Discover, MC, Visa, AMX or cash are accepted as payment.

**Vendors, Family, Friends working/helping with event**

Vendors, such as caterers, florists, musicians, and rental contractors and family/friends helping with the event, must adhere to the rules, policies, and restrictions imposed by Table Rock State park.

*As the Lessee it is your responsibility to insure all vendors, family and friends adhere to all rules and regulations.*

**Catering:**

It is recommended that you have an insured caterer for your event. The kitchen area should be used for warming purposes only. **No cooking is allowed** in the building.

**No grills/cooking devises/snow cone machine/cotton candy machine or the like, will be allowed** except on paved asphalt area.

Caterers are responsible for all clean-up of the facility including the removal of trash. They must provide heavy duty, leak proof bags for the disposal of trash.

**Heat/AC**

**All doors should remain closed when using the heat or air conditioning.**

If doors are left open and HVAC unit becomes frozen, Lessee will be responsible for cost of repairs.

If you plan on leaving the doors open (patio/balcony) for your event please turn off HVAC.

**Entertainment:**

Music inside and outside the facility must be kept within reasonable limits.

*Sound travels across the lake; please be mindful of other park guests.*

The park staff must pre-approve all outside setups.

## **Decorations:**

Access to the building/grounds will be limited to date/time of rental; see Lease Agreement.

Access to building/grounds for rehearsal/ decorating will not be permitted unless rented.

Nails, tacks, tape, or any other type of fastener that may result in damage to park property is not permitted inside or outside of the facility. String may be used to secure decorations as needed.

Please do not use “*command strips*”.

For cars that may be decorated for weddings, users must check behind after cars leave and pick up any debris that may have come off the vehicles.

## **To ensure your privacy**

You may place signs at the East Gate Entrance, Lodge entrance, Lodge parking areas and trail leading up from lake. (“Reserved for guests of \_\_\_\_\_”) This will ensure your privacy the day of the event.

If you have persons wanting to look at the building or use the area outside the Lodge – please call the office for a Ranger. **864-878-9813**

When the building is rented – the building and area around the building are closed to all others during the rental time. The lessee is responsible for the removal of all decorations/signs by inspection time.

## **Wild Life**

Animals are **not** allowed in building or on the Lodge grounds except for working dogs.

**Releasing of doves, butterflies or any wildlife is not permitted in the state park.**

## **Candles- Fireworks- Smoking**

Only **battery/solar** candles may be used. NO OPEN FLAMES.

“Sterno” may be used, under stick observation, for keeping food warm on serving table.

“Sterno” may not be used for “S’more bars”, etc.

**Fireworks**, including “sparklers”, are **not permitted in SC State Parks**.

Firewood is not provided. Wood may not be brought from outside of SC.

Park staff will clean fireplace, please do not add water to fire.

Do not place firewood on hearth/floor. A firewood rack is located at the main entrance to the building.

**No smoking** is allowed inside the Table Rock Lodge.

Smoking is permitted on the porch only where there are receptacles

## **Equipment:**

Warming oven, industrial refrigerator, ice maker, microwave and coffee maker

## **Parking: 73 Spaces-      233 Table Rock State Park Rd. Pickens SC 29671**

All vehicles, including those of your guests and vendors, must park in the paved lots.

All vehicles must be removed from the parking lot at the end of your event.

*Parking areas are located on both sides of the road near the Lodge.*

No vehicles may drive or park on grass or rock surfaces. Please let guests know there is additional parking across from the Lodge. Admission fee is included in the price of the rental, please make you guest aware they will not need to pay admission fee to park. *Admission Fee cannot be refunded.*

Consider adding a “*parking pass*” to your invitations for your guest to display on the dash of their car.

This could include date, time, location and directions to the event.

Address is 233 Table Rock State Park Rd Pickens SC 29671

**All furnishings must be cleaned and placed back, as found, before time of inspection.**

**SEATING:** (Building capacity **including**, *top level, lower level, balcony and patio*, is 200)

**Seating capacity is as listed below.**

**Dining Area/Down Stairs (must remain in dining area/down stairs)**

8 -42" Square Tables – 4 Chairs Each

2 -48" Round Tables – 6 Chairs Each

8 -42" Round Tables – 4 Chairs Each

***Total Seating – 72***

**Outside Patio (tables and benches, must remain on patio)**

8 -48" Round Tables – 4 Benches Each (Each Seats 2)

***Total Patio Seating – 64***

**Up Stairs (must remain inside upstairs)**

2 -Large Mission Style Couches – Seat 3 or 4 each

4 -Mission Chairs – Seat 1 Each

10 -Rocking Chairs – Seat 1 Each

***Total Upstairs Seating – 22***

**Balcony (must remain on balcony)**

10 -Outside Rockers – Seat 1 Each

***Total Balcony Seating – 10***

**Other (may be used as needed inside or on patio/balcony)**

10 -72" Rectangular Folding Tables

45 Green Folding Chairs

***Total Other Seating – 45***

**You may have additional tables and chairs delivered from outside companies for your event.**

**The items may not be delivered before 10:00am on the day of your rental and must be removed before the Ranger completes the inspection.**

**Cleanup:** Facility must be cleaned and set up as found for the next rental at time of inspection.

***If check out time is \*6:30pm\* plan to stop the event at 5:00pm to allow time for cleanup.***

***If check out time is \*8:30pm\* plan to stop the event at 7:00pm to allow time for cleanup.***

***If check out time is \*9:30pm\* plan to stop the event at 8:00pm to allow time for cleanup.***

***(Please see copy of cleaning regulations in lease package)***

The facility and area must be free from all debris left from the event.

Please make sure that the caterer has adequate personnel to facilitate cleanup in a timely manner. In the event the facility is not clean and ready at the time of inspection a **cleaning fine of up to \$500.00** may be charged not including overtime fees or damage fees. You will still be responsible for the cleaning of the building.

***(See contract for time of inspection.)***

**Food and Drinks:**

Special attention must be paid to any liquid spills on the hardwood floors. All spills should be attended to immediately to prevent your guests from falling. Do not allowed spills to wait until the end of your event.

### **Alcoholic Beverages:**

The Lessee assumes **ALL** responsibility pertaining to the serving and consumption of alcoholic beverages at their event.

#### **Free pours and open bars are not allowed.**

If you do not have a caterer or bartender to serve alcohol, you must assign someone at your event to be a server. Wash tubs or coolers full of beer, liquor, etc. are not allowed.

The serving and consumption of alcoholic beverages is limited to the **INSIDE** of the Lodge.

Alcohol **may not be served or consumed** on the patio, porch or in parking areas.

Table Rock State Park does not provide trash cans/liners for bar use.

Please bring trash cans as well as heavy duty, leak proof garbage bags for all bar areas.

All glass must be removed by the contracting party or caterer.

***Do not allow your guests to drink and drive.***

### **Fees:**

The total reservation fee must be paid at the time the reservation is made.

This includes all applicable taxes and reservation fees.

Please see Lease Agreement for prices.

The Lease Agreement, is due to the park within 5 days of payment.

Representative's signatures are due two weeks before event.