



Berkeley Country Club

At Exeter Plantation



Post Office Box 397
Moncks Corner, South Carolina 29461
(843)761-7769 Office (843)761-7763 Fax

Room Rental Contract

Weekend Rental (Friday-Sunday & Holidays)	Weekday Rental (Monday -Thursday)
\$1100.00 Non-Member	\$400.00 7am-4pm Non-Member
\$900.00 BCC Member	\$300.00 7am-4pm BCC Member
\$250.00 Lawn Wedding	\$750.00 All Day Non-Member
\$250.00 2 nd Day	\$600.00 All Day BCC Member

*Total Balance Due 30 Days Prior To Event
*50% Of Total Balance Due to Secure Rental
*\$200.00 Refundable Security Deposit

Type of Event _____ Event Date _____

Time Event Starts _____ Time Event Concludes _____

Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____ Phone# _____

Contact Person _____ Phone# _____

Bar Service:

Berkeley Country Club can supply bar if needed: Open or Cash
Bartender \$75.00

Open Bar Policy:

You must purchase all alcohol to be consumed. You must keep all liquor behind the bar during your party. You must have a bartender to pour all alcoholic drinks. Beer can be in cans or bottles. You must remove all liquor from the premises at the end of the event.

Cash Bar Policy:

If you want a cash bar at the event, Berkeley Country Club must provide this. We hold the beer permit.

Please see the following page for additional terms and conditions.

By signing below I have read and understand the policies of renting the Banquet Room of Berkeley Country Club.

Signature _____ Date _____

Tables and chairs are provided, seats up to 175 people.

Renter is responsible for leaving the Banquet room the way it was found. We will provide a cleaning service to haul the trash off and do the basic cleaning of the room.

We do not set up room for any of the events and will not be responsible for anything you leave.

You will be responsible for any clean up between days when you rent the room for two days.

Room rental is from 8:30 a.m. Until 1:00 a.m. Your party must conclude by 1:00 a.m. (Last call for liquor, beer, or wine 12:00)

Someone will come and turn out the lights, lock doors, set alarm system and lock front gate.

We do not allow you to hang or tape anything on walls or ceiling. Use only free standing forms.

You must pay half of the room rental when date is written in the book and contract is signed.

All money is to paid one month before event date.

You must rent folding chairs for outdoor weddings. Our chairs must remain indoors.

Deposits are non-refundable.

Non-Members must confine their guests to the ballroom and upstairs porch.

Exceptions are for photographs and wedding ceremonies only, which must be confined to the front lawn. If you plan an outdoor wedding, please indicate here yes_____ or no_____.

The pool, private clubhouse area, and golf course are off limits.

Members must make separate arrangements for pool parties.

Loading and unloading must be done from the front of the building. No autos are allowed on cart path on right of building or on the lawn. Please inform your caterer, band, florist, etc...

You will be held responsible for any damages. A credit card will be kept on file. If a member rents the room for someone else, he will be responsible for damages.

Banquet Hall cannot be rented at member's rate for non-members.

South Carolina Beverage Commission Regulations:

Your party must be private. You can invite people by word of mouth or by first class mail. Invitations printed in the newspaper or publicized on television or radio will make your party public and would make it unlawful for anyone to consume or possess alcoholic beverages.

You must purchase all alcohol to be consumed. You must keep all liquor behind the bar during your party. You must have a bartender to pour all alcoholic drinks. Beer can be served in cans or bottles. You must remove all liquor from the premises at the end of the event.

If you want a cash bar at the event, Berkeley Country Club must provide this.

We hold the liquor permit.