

The Lodge Event Room Reservation Request

Date _____

In order to confirm your reservation request for The Lodge Event Room, this agreement must be signed and returned to the Palmetto Bluff member relations office at least seven (7) business days prior to event. The Lodge Event Room is available on a first come/first serve basis.

Thank you for selecting The Lodge for your upcoming event. Please share the details of your function:

Day/Date	Start Time	End Time	# Attendees
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_____	_____	_____	_____
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Function Type and Addition Details:

Please note the Terms and Conditions below.

1. The Event Room is reserved as-is. No items may be attached to the walls including staples, tacks, nails or tape, this includes holiday décor.
2. The member is responsible for all set up and clean up.
3. Please provide the Palmetto Bluff Club office with the names and schedules of service providers. The member hosting the event will be the designated contact for these services. The Club Concierge will not be available to meet outside vendors at the Lodge but will provide vendor details to security for gate passes.
4. A complete list of non-member attendees must be provided to Club office (72) hours prior to event. The Club Concierge will provide this list to arrange gate passes with security.
5. Delivery and pick-up schedules of rented equipment, such as tables, chairs, serveware, etc. with companies must be provided to the member relations office prior to function.
6. Member must coordinate the movement of furniture with rental and catering companies and be responsible for damages incurred due to neglect and mishandling.
7. The Event Room may be accessed for set-up no more than four (4) hours prior to event.
8. The Lodge may not be reserved for the purpose of charging a fee for attendance or to sell services or goods for profit.
9. No advertising is permitted in newspapers, radio, flyers, social media, or signage both on and off property.
10. Audio Visual service is not available, members may provide their own sound system if desired.
11. All music and noise must end no later than 9:30 p.m.
12. Pool Parties may begin set up no earlier than 6 p.m. and are limited to once monthly.
13. Restrooms will be cleaned and stocked for the event.
14. The member is responsible for all clean up, including the removal of all trash, decorations, and other items brought in, as well as ensuring the tables have been returned to their original positions.
15. A \$50.00/hour cleaning fee will be applied to your member account if additional clean-up is required following your event.

Please contact the Club Office for additional questions regarding guidelines and procedures.

Club Concierge
843-706-6690

Confirmation Signature

Email Address

Phone Number

The Lodge Use and Access Guidelines

The following guidelines have been established to maintain the member-only environment of The Lodge, which is intended for the use and enjoyment by Palmetto Bluff members, their accompanied guests and extended family members. Members may be requested to present their membership card for access. Unaccompanied extended family members must present an access card for entrance upon request. Access cards may be picked up at the member relations office. Extended family members may not bring guests and unaccompanied guests are not permitted to use the Lodge facility. The pool area is intended for the use of all members and may not be reserved or set for private parties before 6:00 p.m.

Event Room:

1. The Lodge Event Room may be reserved up to one year in advance with the member concierge.
2. The Event Room may be reserved between the hours of 7:30 a.m. – 9:30 p.m. Events prior to 6 p.m. may not spill over onto pool area.
3. The pool & lawn area may be reserved for events after 6:00 p.m. once monthly. This time is subject to change seasonally.
4. Tenting is not permitted to protect the pool and lawn environment for all members.
5. There are no site fees for the Event Room.
6. The maximum seating capacity of The Lodge Event Room is 30 persons. Larger stand up functions may occur. Capacity is based on room set-up. The standard room configuration consists of four (4) tables with each and lounge seating surrounding the fire place.
7. Members may hire outside caterers or rent equipment from outside vendors. A list of vendors, as well as delivery and pick-up schedules of rented equipment (tables, chairs, serviceware, etc.) should be provided to the member concierge, so that access to Palmetto Bluff can be coordinated. The member hosting the event will be the designated contact for these services. The member concierge will not be available to meet outside vendors at the Lodge but will provide vendor details to security for gate passes.
8. Regularly scheduled meetings/events are encouraged. Requests for regularly scheduled meetings/events will be reviewed annually to ensure equitable use for members.
9. Members are encouraged to enjoy social events for family, extended family and guests such as:
 - a. Dinners
 - b. Receptions and Cocktail Parties
 - c. Birthday Parties
 - d. Holiday Parties
 - e. Engagement Parties
 - f. Family Reunions
 - g. Card Groups, Book Clubs
 - h. Other Social Parties
10. The Event Room is reserved as-is. No items or signage may be attached to the interior/exterior walls or doors including staples, tacks, nails or tape, including holiday décor.
11. Members are requested to leave the room in the same condition as found. A \$50/hour clean-up fee will be charged for extraordinary cleaning requirements outside of typical use.

12. Charitable Events are permitted upon prior approval by Club management with the following:
 - a. 75% of invitees must be members of Palmetto Bluff
 - b. An attendee list must be provided to the club concierge 72 hours in advance. The member concierge will provide this list to arrange gate passes with security.
 - c. Promotion or advertising of functions in newspapers, radio, flyers, signage, social media or other means is not permitted
 - d. Signage is not permitted unless approved by Club management.
13. The Palmetto Bluff Club facilities, including the Lodge, are intended for the recreational enjoyment by members and their guests. No person acquiring a membership should expect to derive any economic benefits or profits from the club. The Lodge may not be reserved for the purpose of charging a fee for attendance or to sell services or goods for profit.
14. Business Meetings – The Lodge Event Room may be reserved for business meetings or similar purposes. The nature of the business meeting should be shared when reserving the Event Room. The Lodge is not intended to be used for activities advertised to the general public.
 - a. Member sponsored non-member events are prohibited unless approved by management.
 - b. Promotion or advertising of functions in newspapers, radio, flyers, signage, social media or other means is not permitted unless specifically
 - c. The Lodge facility may not be offered as a prize or incentives at events such as live or silent auctions.
15. Member sponsored school functions, political events, community organization events, fundraiser/charity group events, church events, group sports practice, or non-property owner events are not permitted.
16. The Club reserves the right to reserve The Lodge for member events or internal meetings.

Pool Use

1. Members may bring food and beverage to the pool area, glass containers or bottles are not permitted. Eating or drinking in the pool is not permitted. There will be a \$500 fine charged to the hosting member if members or guests are found with glass bottles or containers around the pool.
2. Personal grills or other cooking equipment are not permitted in the pool area.
3. The pool & lawn area may be reserved for events after 6:00 p.m. once monthly. This time is subject to change seasonally.
4. Tenting is not permitted.
5. Music is permitted for reserved events but must be discontinued no later than 9:30 p.m.
6. Events planned for the pool are required to reserve the event room as a rain back-up but is limited to a maximum of 30 persons seated.

These policies are subject to change.