

The Lodge Event Room 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 outside area and pool are intended for the use of all members and may not be reserved 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 Club Concierge.
2. The Event Room may be reserved between the hours of 7:30 a.m. – 9:30 p.m. Events may not spill over onto pool area.
3. There are no site fees for the Event Room.
4. The pool & lawn area may be reserved for events after 6:00 p.m. once monthly. This time is subject to change seasonally.
5. Tenting is not permitted to protect the pool and lawn environment for all members.
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 six (6) chairs 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 Club Concierge, so that access to Palmetto Bluff can be coordinated. 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.
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. Dinner
 - 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. Any room configuration changes should be submitted to the Membership Office in case additional assistance is required. A licensed and insured moving company and, if applicable, a temperature and weather controlled storage facility is required for any major room configuration. The room must be returned to the original state within of the lesser of 24 hours or prior to the next scheduled event.
12. 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.
13. 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 Club 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.
14. 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.
15. 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.
16. 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
 - c. The Lodge facility may not be offered as a prize or incentives at events such as live or silent auctions.
17. 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.
18. 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 at the pool but must be discontinued no later than 9:30 p.m.
- 6. Events planned for the pool also 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.



PALMETTO BLUFF