



exchangeclubpresident@outlook.com

www.exch-club.us

THE EXCHANGE CLUB OF NORTH CHARLESTON

2138 HELM AVENUE
NORTH CHARLESTON, SC 20405
(843) 203-6589

SPECIAL EVENT APPLICATION – FACILITY USE

GENERAL INFORMATION

NAME OF GROUP or NAME OF INDIVIDUAL: _____
CONTACT ADDRESS: _____
CONTACT TELEPHONE: _____
OTHER CONTACT INFORMATION: _____

EVENT INFORMATION:

DATE OF EVENT: _____
ALTERNATE DATES: _____
TYPE OF EVENT: * _____
DESCRIPTION OF EVENT: * _____
HOURS OF EVENT: _____
IS FIRST AID IS AVIALABLE? _____
WILL ALCOHOL BE SERVED? ** _____
IF YES – OFFER EXPLANATION: _____

IF NO – PLEASE INSERT THE ANSWER “NO” or please insert THE ANSWER “NO” on page 3 and sign page 2 and page 4.

If all is in agreement, the usual fee is \$700 with 50% due at **booking to reserve your date** AND the balance must be paid at anytime 30+ days before your function. We gladly accept local personal checks with SC ID; Money Orders and or Cashier's Checks.

- **Booking Fee is not refundable.**
- **Reserving HOLIDAYS are payable in full at booking and not refundable.**
- **Fees for periods less than 30 days are payable in full to book or reserve your date.**



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WILL FOOD BE SERVED? _____

If yes, please provide name of caterer and provide ACORN™ form that names EXCHANGE as a Named Insured – provided via USPS First Class Mail of caterer’s liability insurance.

WILL THERE BE MECHANICAL RIDES, MOONWALKS, TRAMPOLINE, DUNK TANKS OR WATER SLIDES? (If yes, please explain) _____

NAME OF VENDOR AND THEIR ACORN™ FORM _____

PLEASE EXPLAIN ANY WATER HAZARDS _____

DESCRIBE SECURITY AND CROWD CONTROL _____

WILL FIREWORKS BE EXPLODED? _____

If yes, please provide insurance for igniter of fireworks _____

ESTIMATED PEOPLE IN ATTENDANCE _____

WILL YOU USE INDEPENDENT CONTRACTORS? _____

IF YES, PLEASE PROVIDE COPIES OF WORKMEN’S COMP AND LIABILITY INSURANCE ON ACORN™

- Please name title of event and completely describe the event. The Exchange Club does have rules for different types of events, which COULD be shared with you.
- Please List the Adults who will be 100% on site about underage Events and or the Guardians (list: names, age, phone and addresses on a separate page)

** If alcohol will be consumed, please complete the full application.

SPECIAL INFORMATION --

If your function includes the consumption of alcohol, please note this on your application. Within two weeks of you date, we must receive from you the letter from a SC Police Chief or Sheriff that you have obtained the services of one off duty officer. This will insure four (4) compliance's: no underage persons can be served alcohol; no 'open containers outside' of the facility building; no intoxicated persons can be served; and that no sales of alcoholic beverages without the proper permits from the SC Dept of Revenue.

Indemnification Clause (pending and additional document at booking)

1. The Indemnifier will hold harmless and indemnify the Indemnatee against any and all claims and actions arising out of the participation of the Indemnatee in the Lease, including, without limitation, Expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising or resulting from the Indemnatee's participation in the Lease, subject to the limits on indemnification described in the section titled Exceptions to Indemnification. *(additional document signed when Booking Fee is*



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paid) where prohibited by law, the above indemnification does not include indemnification of the Indemnitee against a claim caused by the negligence or fault of the Indemnitee, its agent or employee, or any third party under the control or supervision of the Indemnitee, other than the Indemnifier or its agent, employee or subcontractors.


2. In the case of a criminal proceeding, the Indemnifier will indemnify the Indemnitee against all amounts including, without limitation, Expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by the Indemnitee subject to the limits on indemnification described in the section titled Exceptions to Indemnification.

I HAVE READ AND ACCEPT THESE TERMS AND CONDITONS ABOVE AND INITIALED EACH PAGE

(Print name)

Exchange Club President (or Officer)

(Print name)

 _____

Applicant's Signature

DATE: _____, _____



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SPECIAL EVENT APPLICATION – FACILITY USE

SPECIAL EVENT APPLICATION – ALCOHOL CONSUMPTION OR AVAILABLE*

GENERAL INFORMATION

NAME OF GROUP OR NAME OF INDIVIDUAL: _____

CONTACT ADDRESS: _____

CONTACT TELEPHONE: _____

OTHER CONTACT INFORMATION: _____

EVENT INFORMATION:

DATE OF EVENT: _____

ALTERNATE DATES: _____

TYPE OF EVENT: * _____

DETAILED DESCRIPTION OF EVENT: * _____

HOURS OF EVENT: _____

ESTIMATED PEOPLE IN ATTENDANCE _____

WILL ALCOHOL BE SERVED? Yes _____ No

IF NO, PLEASE SIGN PAGE #4

IF YES, PLEASE ANSWER FOLLOWING QUESTIONS:

DOES THE EVENT HAVE A LIQUOR LICENSE? _____

WILL LIQUOR BE SERVED IN A SECURED AREA? _____

IS THERE A PROCEDURE FOR CHECKING ID'S? _____

IS THERE A LIMIT TO THE NUMBER OF ALCOHOLIC BEVERAGES SERVED TO A PATRON AT ANY ONE TIME? ___ YES ___ NO IF YES, WHAT IS THE DRINK LIMIT? _____

WILL THE LIQUOR BARTENDERS BE S.C. SLED TRAINED & CERTIFIED REGARDING THE UNDERAGE AND/OR HOW TO OVERSEE INTOXICATED PATRONS? ___ YES ___ NO



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PLEASE DESCRIBE THE TRAINING OR EXPERIENCE THAT WILL BE REQUIRED FOR THE ALCOHOL SERVERS: _____

- The Exchange Club requires that there be a SLED SECURITY GUARD, or an OFF-DUTY S.C. POLICE OFFICER or a S.C. COUNTY DEPUTY SHERIFF on site during the function where alcohol is being consumed.
- The cost of the OFFICER will be at the cost of the Patron.
- The Event Applicant is responsible to provide PROOF of the OFF-DUTY OFFICER two (2) weeks before to the Event.

Indemnification Clause (pending and additional document at booking)

3. The Indemnifier will hold harmless and indemnify the Indemnatee against any and all claims and actions arising out of the participation of the Indemnatee in the Lease, including, without limitation, Expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising or resulting from the Indemnatee's participation in the Lease, subject to the limits on indemnification described in the section titled Exceptions to Indemnification. *(additional document signed when Booking Fee is paid)* where prohibited by law, the above indemnification does not include indemnification of the Indemnatee against a claim caused by the negligence or fault of the Indemnatee, its agent or employee, or any third party under the control or supervision of the Indemnatee, other than the Indemnifier or its agent, employee or subcontractors.
4. In the case of a criminal proceeding, the Indemnifier will indemnify the Indemnatee against all amounts including, without limitation, Expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by the Indemnatee subject to the limits on indemnification described in the section titled Exceptions to Indemnification.

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(Print name)

(Print name)

Exchange Club President (or Officer)

Applicant's Signature



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DATE: _____, _____, _____