MAIN STREET JUNCTION RENTAL AGREEMENT

This rental agreement (this "Agreement") is dated _____ (the "Effective Date") between the City of Union, South Carolina (the "City") and _____ (the "Renter") for the use of the City's Main Street Junction facility, which is located at 107 E. Main Street, Union SC, 29379 (the "Facility").

Client Name (name of person executing this Agreement): _____

Renter Mailing Address: _____

City: _____ State: _____: Zip: _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Rental Date: _____ Rental Start Time: _____ Rental End Time: _____

Entire Rental Hours: _____ Event Start Time: _____ Event End Time: _____

Type of Event: _____ Expected Number of Guests: _____

Rentals are left to the discretion of Facility management.

Which space in the Facility are you renting:

_____ *The Great Room* – First floor includes 3,345 square-foot great room, 1,600 square-foot side patio, 350 square-foot back porch, prep kitchen, foyer, and restrooms. (Maximum occupancy 247)

_____ *The Flex Space* – Second floor includes 1,950 square-foot flex space, 440 square-foot conference room, 200 square-foot bridal suite, restrooms, and kitchenette. (Maximum occupancy 52)

_____ *The Ornamental Garden* – 13,000 square-foot garden includes area within the fence and outdoor restrooms.

_____ *The Entire Building* – Includes Great Room, Flex Space, and Ornamental Garden. (Maximum occupancy 299)

Mark all that apply:

_____ Prep kitchen will be used

_____ Event will be catered

_____ Renter will provide food

_____ Alcohol will be served without cost

_____ Alcohol will be served, but is subject to payment

_____ Insurance coverage will be provided (required if serving alcohol)

_____ Security personnel are required due to serving alcohol (required if serving alcohol)

_____ I am a repeat renter

The provisions appearing on the following pages will explain in detail the schedule of fees and other terms and conditions related to the Facility. All such terms are fully incorporated into this Agreement and shall be binding on the parties. Review this Agreement in its entirety. Failure to comply with the following terms and conditions may result in loss of rental amounts and/or damage deposit in addition to revoking rental privileges. In witness whereof, the City and the Renter have executed this Agreement, inclusive of the Schedule of Fees and the Terms and Conditions as of the Effective Date.

RENTER

Name: _____

Date: _____

CITY OF UNION, SOUTH CAROLINA

Name: _____

Date: _____

SCHEDULE OF FEES

The Great Room *First floor includes 3,345 square-foot great room, 1,600 square-foot side patio, 350 square-foot back porch, prep kitchen, foyer, and restrooms.* *(Max. occupancy 247)*	Monday-Thursday	12 hours	$750
		6 hours	$450
		Each additional hour	$75
	Friday-Sunday	12 hours	$1,000
		6 hours	$600
		Each additional hour	$100
	Damage Deposit		$400
The Flex Space *Second floor includes 1,950 square-foot flex space, 440 square-foot conference room, 200 square-foot bridal suite, restrooms, and kitchenette.* *(Max. occupancy 52)*	Monday-Thursday	12 hours	$250
		6 hours	$150
		Each additional hour	$25
	Friday-Sunday	12 hours	$300
		6 hours	$180
		Each additional hour	$30
	Damage Deposit		$200
The Ornamental Garden *13,000 square-foot garden includes area within the fence and outdoor restrooms.*	Monday-Thursday	12 hours	$250
		6 hours	$150
		Each additional hour	$25
	Friday-Sunday	12 hours	$300
		6 hours	$180
		Each additional hour	$30
	Damage Deposit		$200
The Entire Building *Includes Great Room, Flex Space, and Ornamental Garden.* *(Max. occupancy 299)*	Monday-Thursday	12 hours	$1,500
		6 hours	$800
		Each additional hour	$100
	Friday-Sunday	12 hours	$2,000
		6 hours	$1,100
		Each additional hour	$150
	Damage Deposit		$500

FEES

Initial rent equal to 50% of the total rental price is due in full on the Effective Date. The damage deposit and balance of the rent are due not less than 30 days prior to the Rental Date. If reserving the Facility within 30 days of the event, the full amount of the rent and damage deposit are due on the Effective Date. Fees may be paid by cash, check, or credit card by calling 864-319-1335 or visiting City Hall Monday through Friday 9:00 am until 5:00 pm. There are no additional fees to pay via credit card.

DAMAGE DEPOSIT

The damage deposit will be returned via check by no later than 30 days following the event, and typically within 2 weeks of the event. The check will be payable in the name of the Renter and mailed to the Renter's mailing address, all as set forth in this Agreement. The damage deposit will only be returned if the Facility is left in the same condition it was found in, all trash has been removed from the Facility (kitchens and restrooms included), all doors are locked (two front doors, two back porch doors, and one side patio door), and the Renter did not exceed the contracted time period.

POSTPONEMENT POLICY

If the event needs to be postponed, the City will allow the Renter to schedule another date within 6 months of the initial contracted date without paying a transfer or cancellation fee. This policy will only apply to one change of date. If the event must be postponed and the date transferred a second time, cancellation fees set forth below will apply in addition to amounts due for any balance of rent.

CANCELLATION POLICY

Renter must provide a dated, written request for cancellation. Cancellation requests may be emailed to mainstreetjunction@cityofunion.org. Upon cancellation by the Renter, the following cancellation fees will apply.

- More than 12 months prior to the event: $50 administrative fee to be deducted from the returned initial rent
- 12 – 6 months prior to the event: $100 administrative fee will be deducted from the returned initial rent
- 6 months – 30 days prior to the event: entire initial rent will be retained
- Less than 30 days prior to the event: entire rent (initial rent and balance) will be retained

No refunds will be made when the event is cancelled by the City due to the Renter's noncompliance with terms and conditions. The City reserves the right to cancel an Agreement if the rental fee balance and damage deposit are not paid when due, 30 days prior to the event date.

RESERVATIONS

Reservations may be made within 18 months of the event.

Reservations are booked when the Renter submits a signed Agreement (pages 1 and 2 of this document) and the initial rent is paid. The rental balance and damage deposit are due 30 days prior to the event. Courtesy holds are only good for seven days.

To schedule a tour or reserve a room at Main Street Junction, you may call 864-429-6696 Monday through Friday 9:00 am until 5:00 pm or email mainstreetjunction@cityofunion.org.

Main Street Junction management reserves the right to refuse rental.

COURTESY HOLDS

Courtesy holds may be accepted and held for a maximum of seven days, after which time the hold may expire without notice. It is not guaranteed that customers with courtesy holds will be contacted by management prior to the expiration of the hold.

TERMS AND CONDITIONS

HOURS OF OPERATION

Contracted rental time includes set-up and clean-up time. No event shall last beyond midnight, including clean-up time. The Renter will be charged $150 per hour if the event exceeds midnight or if the event exceeds the contracted time. Renter is responsible for time management and advising guests to exit the Facility at the appropriate time to allow sufficient time for clean-up. It is the sole responsibility of the Renter to inform all vendors (decorators, caterers, florists, guests, etc.) of the time that the Facility should be cleaned and vacated. In the event of anyone occupying the Facility after the contracted time, City authorities may be contacted to escort everyone off the Facility's property, and anything left inside the Facility will be disposed of by Facility staff. Arrangements must be made by the Renter in writing for any rental equipment/decor to be delivered to the Facility or picked up from the Facility outside of the contacted rental time. The City is not responsible for damage or theft of any item or equipment left behind by the Renter and/or guests.

Main Street Junction is under 24-hour surveillance.

SERVICES PROVIDED

A staff member of the Facility will provide information and directions as needed, including codes for front door access. Staff members will not be available to decorate or serve and will not be involved in the event. In the event of an emergency or an unusual circumstance, a staff member is available via phone at 864-429-6696.

Tables, chairs, stage and similar items are available upon request and will be set up/taken down by City staff without additional fees. The City does not provide décor for any event. The Renter should communicate with staff regarding their requested layout. Tours of the building are available during business hours and by appointment only. Once a Renter's layout has been submitted, any changes to the layout will need to be communicated to staff within one week of the event. Otherwise, any extra tables, chairs, etc. will not be provided or set up, and may be removed from the facility. Tables and chairs are not to be taken outside by the Renter or any guest attending the event.

The Facility may also provide use of a podium, projector with HDMI cord, extension cord, screen, Bluetooth sound system with wireless microphones, and Wi-Fi access. Renter is responsible for all other cords and accessories. The Facility does not provide laptops, laptop cords, or adaptors.

Wi-Fi Passwords: Upstairs: rockystreet174
Downstairs: icyocean151

Each event is provided with two (2) trash bags per event. If more are needed it is the responsibility of the Renter to provide them.

An elevator is available for accessibility. Renter and guests must follow applicable elevator capacities, as posted.

FOOD

All food must be prepared, brought to the premises, and served by the Renter or a caterer. The Facility does not provide serving materials or equipment. If a caterer is used, a minimum of one catering employee must be on site during the entire duration of the event. The Renter shall indicate on page two of the Agreement if food will be catered.

PREP KITCHEN USAGE

Prep kitchen usage is limited to preparation only as there are no resources in the Facility for cooking. Food may be assembled and kept warm using the warming ovens. Perishables and beverages may be chilled in the refrigerator. Prepping tables, sink, refrigerator, warming ovens, ice machine, and floors must be thoroughly cleaned by the end of the event by the Renter prior to

Facility staff entering the building to deep clean. The Renter shall indicate whether the prep kitchen facilities will be used for their event on page two of the Agreement.

DECORATING

- Decorations within the contracted space are permitted within reason.
- Decorations are only permitted in the areas the Renter has rented.
- Decorations may not be attached to the walls, ceiling, stair rails, doors, windows, columns, chairs, tables, or any painted surfaces indoors or outdoors with thumbtacks, nails, tape, putty, or staples.
- No wax candles or any item requiring an open flame are permitted. Only battery-operated candles are permitted.
- Use of glitter, confetti, straw, rice, birdseed, or hay is prohibited in or around the Facility.
- Furniture located in the foyer of the Facility is prohibited from being rearranged or removed.
- Photos on the wall of the Facility are prohibited from being removed for any amount of time.
- Tents used in ornamental park must be weighted rather than staked.
- Fog machines and dry ice machines are not permitted.
- Red wine and punch are strongly discouraged and could cause the Renter to forfeit their damage deposit if staining occurs.
- Arrangements must be made by the Renter in writing for any rental equipment/decor to be delivered to the Facility or picked up from the Facility outside of the contacted rental time.

Immediately following the event, all décor, trash, and other debris must be removed and disposed of in the appropriate receptacles provided. There is a dumpster behind the Facility near the Gadberry Street Parking lot. Any items left behind by the Renter or guests will be disposed of. When in doubt about decorations deemed acceptable, please contact the Facility staff at 864-429-6696.

NOISE

The City has a standing noise ordinance. This ordinance is complaint driven and the Renter may be asked to turn down or turn off any music not meeting the City's requirements. The Renter or guest may be asked to enter the Facility if the complaint is geared toward excessive noise outside the Facility.

STORAGE

The Facility does not provide storage before or after an event. All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed by the end of the contracted event time. Arrangements must be made by the Renter in writing for any rental

equipment/decor to be delivered to the Facility or picked up from the Facility outside of the contacted rental time.

PARKING

There is no cost for parking in the area surrounding the Facility. Designated parking lots for the Facility are Gadberry Street Parking and South Pinckney Public Parking (during weekday business hours) and City Hall Parking and Main Street Parking (after weekday business hours). Please be considerate of parking in front of Main Street businesses currently open for business.

CLEANING RESPONSIBILITIES

Clean-up is the Renter's responsibility. The Renter is expected to provide sufficient supervision to minimize spills of food and beverages on the Facility floors during the event.

The Renter is responsible for prep kitchen clean-up. The prep kitchen must be thoroughly cleaned and returned to its original state of cleanliness. This includes all work surfaces, refrigerator, warming ovens, sink, and floors.

Any Renter leaving trash in any room of the Facility or outdoors is subject to forfeiting their damage deposit.

Listed below are the responsibilities of the Renter regarding clean-up of the Facility:

- Renter must finish all cleaning no later than the contracted end time of the event.
- All tables must be cleared of all items, dishes, decorations, etc.
- All decorations must be taken down and removed from the Facility.
- All trash must be removed from the Facility. There is a dumpster behind the Facility near the Gadberry Street Parking lot. All boxes must be broken down.
- Cleaning obligations extend to the restrooms as well.

SMOKING

The Main Street Junction, like all City of Union buildings, is smoke-free and vapor-free. This includes all tobacco products. Smoking is prohibited in all enclosed areas of the Facility. There are receptacles for disposal of cigarettes on the back porch and side patio of the facility.

ALCOHOL BEVERAGE POLICY

The Facility shall abide by all laws of the State of South Carolina concerning the use and serving of alcohol. Each Renter wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in the Facility:

- Alcoholic beverages must be consumed inside the premises of the Facility.
- A Liability Event Insurance Certificate plus a security personnel form or receipt from Union County Sheriff's office or the City of Union's Public Service Department are required. A copy of the insurance certificate must be on file with the Facility manager at least ten business days prior to the event. Liability insurance shall provide minimum coverage for general liability in the amount of $300,000 per occurrence and $600,000 in the aggregate. Additionally, the City and the Facility shall be named as an additional insured.
- A licensed caterer or licensed bartender is required for alcohol to be distributed or consumed, and such person must additionally provide proof of licensure and liability insurance to Facility manager. The certificate of liability insurance may be based on the insurance of the licensed caterer or bartender, so long as the City and the Facility are listed as an additional insured.
- Necessary licenses to serve alcohol must be obtained. Any group that sells alcohol or charges an admission fee and serves alcohol, must obtain a temporary liquor license (Form ABL 900) from the State of South Carolina Alcoholic Beverages Control Board. A copy of the license must be on file with the Facility manager at least ten business days before the event.
    - ABL Forms: https://dor.sc.gov/alcohol-beverage-licensing-abl/abl-forms or see rental agreement page 16-21
- Renter shall indicate whether alcohol will be served by checking the appropriate box on page two of the Agreement for such usage.

SECURITY

If alcohol will be consumed at the event, either by the Renter or by guests, a law enforcement officer must be present from the start of the event through the end of the rental time. The City reserves the right to require security for any event at the Renter's expense. In the event that the Renter refuses to obtain security in such event, the City may, in its discretion, terminate this Agreement and refund amounts paid as of such termination. Security is coordinated by the Renter through the City's Public Safety Department at the Renter's expense. One officer is required per 150 guests. A receipt from the officer must be emailed to mainstreetjunction@cityofunion.org.

- To book an officer through Union County: https://odm.officertrak.com/union-county-sc-so
- To book an officer through the City of Union call 864-429-1710

ADDITIONAL INSURANCE

To use the Facility, the Renter may be required or otherwise elect to provide additional insurance, The City has arranged for such insurance to be provided through GatherGaurd (https://www.masc.sc/sites/default/files/uploads/risk-management/gatherguard-brochure.pdf or see rental agreement page 14-15). If required due to the serving of alcohol, such insurance must be procured by the Renter and kept in force during the event covered by the Agreement.

In addition to any alcohol policy, a separate general liability insurance policy with limits of $300,000 per occurrence and $600,000 in aggregate may be required. Additionally, the City and the Facility shall be named as additional insurance on such policy. A copy of insurance coverage must be submitted to the City via email to mainstreetjunction@cityofunion.org at least ten days prior to the event. Contact the Facility manager for more information regarding obtaining the certificate.

BUSINESS LICENSE

All businesses performing work, in whole or in part, at the Facility within the limits of the City of Union, South Carolina, including event planners, florists, entertainers, photographers, caterers, and any other businesses planning to perform paid work, are required to obtain a City of Union Business License. If the vendor does not have the required license, a one-day license may be purchased at City Hall, 101 Sharpe Avenue, or by calling the Business License Office at 864-429-1720. Upon purchasing an applicable business license, please provide proof of licensure to the Facility manager. All persons requiring a business license shall acquire all necessary licensure no later than ten days prior to the event. If on the day of the event there is not a copy of the license in the manager's possession, the vendor will not be allowed to perform services. The Renter is responsible for making sure that all professionals are properly licensed to perform work within the City. Please contact the Business License Office at 864-429-1720 with any questions or concerns.

ADMISSION

The selling of tickets or charging for admission to events held at the junction is strictly prohibited without written notice and prior approval from the Facility manager. Charging admission without approval will result in the renter losing rental privileges.

INDEMNIFICATION

Renter agrees to defend, indemnify, and hold harmless the Facility, its board, its employees, the City and its employees, and the city council, as governing body of the City, from and against any claims, demands, causes of action, or liabilities incurred by the Facility, the City, or any employees, staff or governing bodies arising from the Renter's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of Renter, except as may arise, from the negligence of willful misconduct of the Facility, the City, or their respective employees.

Neither the City nor the Facility will be held responsible for any losses, damages, or injuries resulting from any loss, damage or injury to persons or possessions that may occur at any function held at the Facility, including surrounding parking facilities, from any cause whatsoever, before, during, or after the period covered by the Agreement. The Renter will be responsible for the

control and supervision of the people in attendance during the use of the Facility to ensure no harm is done to persons or property.

UNDERSTANDING AND ACKNOWLEDGEMENT

Renter agrees to abide by the Agreement and, in signing page two, acknowledges having received a copy thereof.

Renter understands and agrees that it will be held financially responsible for any damage to the Facility or equipment which occurs through Renter's meeting or event at the Facility.

MAIN STREET JUNCTION RENTAL
PRE-EVENT GUIDELINES AND CHECKLIST

- To schedule a tour or reserve the Main Street Junction, you may call 864-429-6696 Monday through Friday 9:00 am until 5:00 pm or email mainstreetjunction@cityofunion.org.
- Rental is not secured until a signed agreement (pages 1 and 2) has been received and initial rent has been paid. Contracts can be emailed to mainstreetjunction@cityofunion.org or brought to City Hall, and payments can be made by calling 864-315-1335 or visiting City Hall Monday through Friday 9:00 am until 5:00 pm.
- The balance of the rental fee and the damage deposit are due no less than 30 days prior to the event.
- All vendors (planners, florists, entertainers, photographers, caterers, etc.) should have a business license on file with the City of Union within ten days of the event. A copy of the license should be sent to mainstreetjunction@cityofunion.org.
- If you are hosting an event that will serve alcohol, a security officer must be hired for the event, and you must provide appropriate insurance for the event. A copy of the receipt from the officer and documentation of insurance can be emailed to mainstreetjunction@cityofunion.org at least ten days prior to the event. In addition, FORM ABL 900 must be submitted.
    - GatherGuard Insurance: https://www.masc.sc/sites/default/files/uploads/risk-management/gatherguard-brochure.pdf (see rental agreement page 14-15)
    - ABL Forms: https://dor.sc.gov/alcohol-beverage-licensing-abl/abl-forms (see rental agreement page 16-21)
- Event layouts should be communicated prior to the event with final layouts due at least one week ahead of the event.
- Door codes will be communicated with the Renter prior to the event via email or text.

MAIN STREET JUNCTION RENTAL
CLOSING GUIDELINES AND CHECKLIST

- Remove all decorations and food from the Facility.
- Furniture should not be rearranged but left in the layout in which it was found.
- Any drinks, food, and/or bodily fluids of any sort spilled on the floors and/or the tables during an event are the Renter's responsibility to make sure it's cleaned up prior to leaving the Facility.
- All trash receptacles should be emptied and trash removed from the building. This includes restrooms and kitchens. There is a dumpster behind the Facility near the Gadberry Street Parking lot. The Facility only provides two trash bags for each event. The Renter is responsible for providing additional bags if needed.
- All restrooms should be cleaned (toilets flushed and faucets off).
- All items belonging to the Facility should be accounted for and in working condition.
- Thermostats should be set at 67 October through April and 73 May through September.
- All lights should be switched off except the lamps on the tables in the foyer.
- All doors should be locked (two front doors, two back porch doors, and one side patio door).
- Failure to comply with closing guidelines may result in forfeiture of the Renter's damage deposit and revoking of rental privileges.
- Should you need assistance during your event call 864-429-6696.

Risk Management Services
GatherGuard Liability Coverage

www.masc.sc (keyword: GatherGuard)

Does your city allow private use of its facilities?

Give your city extra peace of mind by offering GatherGuard liability coverage.

Why should your city offer coverage through GatherGuard?

Many cities allow individuals and groups to use or rent municipal-owned facilities. When someone is injured at one of those events, they may sue the city and the event organizer. Dealing with claims, regardless of their merit, can be expensive and time consuming.

When individuals purchase GatherGuard coverage for their event, your city is automatically named as an additional insured on the policy. This gives added assurance that your city will be protected from claims arising from an event held on city property.

GatherGuard provides $1 million in liability protection for many types of events, such as concerts, reunions, job fairs, weddings, poetry readings, baptisms, quinceañeras and auctions. Event attendance is limited to 5,000 people.

Liquor liability coverage also is available.

Individuals and groups who use city property are often unaware that they can be held legally and financially responsible for injury, accidents and property damage resulting from their event. GatherGuard keeps them protected.

How does GatherGuard work?

Individuals purchase coverage online from GatherGuard.com. After event information is entered into the secure website, an instant quote is generated, and the policy can be purchased with a credit card.

Costs are based upon the event type, number of people, level of risk, length of the event, special requirements and amount of coverage needed.

By offering GatherGuard, your city helps individuals and groups protect themselves and their guests, and the city gets an extra layer of protection against loss.

A certificate of insurance is sent to the purchaser and the city via e-mail.

For additional information, contact Susan Kludjian at 800.370.2106
or visit www.gatherguard.com.

This program is sponsored by

NLC NATIONAL LEAGUE OF CITIES
NLC-RISC RISK INFORMATION SHARING CONSORTIUM

RMS Risk Management Services

Risk Management Services

GatherGuard Liability Coverage

www.masc.sc (keyword: GatherGuard)

Insurance Program for Users of Governmental Facilities

Protect yourself from claims for injuries or property damage during your event.

Are you planning to use or rent a city facility?

As a member of the Municipal Association insurance programs, SC Municipal Insurance Trust and SC Municipal Insurance and Risk Financing Fund, your local government has provided access to GatherGuard, a program that allows you the crowd that or renter of a municipal owned facility to secure low-cost liability insurance, which provides protection for you as well as the governmental entity.

Without GatherGuard You may be personally re: ponsible for paying claims for bodily injury or property damage during your event or activity Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered. You can buy insurance through GatherGuard which is a nationwide, easy-sponsored program.

After entering event information into into the secure website an instant quote is generated. Coverage can be purchased online with a credit card.

Events with more than 5,000 attendees are not eligible.

Is liquor liability coverage available from GatherGuard?

Yes. Liquor liability coverage is available.

How to get a quote? VENUE CODE: 0501-692

Go to GatherGuard.com; Select 'Get a Quote.' Select your event type. Answer a few questions. Choose 'Search for a venue' and start typing the city name. Select the applicable address (to ½) You can use the location-specific ID link provided by your local government. It is important that the physical address of the event be used. After you select the specific, location address, choose 'Next', then choose a limit of liability, then 'Next.' Create an Event Name, then select the date range for the event on the calendar by clicking on the day of the event. Answer a few questions. Choose 'Next' and at this point, you are able to review your quote and use a credit card to purchase the policy

Purchasing tip: Purchase your coverage several days in advance of your event to leave time for any changes that need to be made.

How much does it cost?

The cost for the 1 million liability coverage depends upon your unique event, including things such as the length of the event, number of attendees, whether food and alcohol are served

How do I get more information about GatherGuard?

Visit www.GatherGuard.com or contact Susan Kludjian at HI U International at Susan.kludjian@hubinternational.com or 800.370.2106 for information

GatherGuard provides $1 million in liability coverage for events such as receptions, reunions, farmers market, poetry readings, job fairs, weddings, clubs and meetings, and arts and crafts fairs. A full lineup of covered events is available at www.GatherGuard.com. Use the online contact information for questions about what other events are eligible for coverage. Contact 844 747-6240 for further assistance

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This program is sponsored by

NLC NATIONAL LEAGUE OF CITIES
INSTITUTE FOR YOUTH, EDUCATION AND FAMILIES

RMS Risk Management Services

QHUB

1350

dor.sc.gov

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

ABL-900 CHECKLIST

ABL-900
(Rev. 1/27/26)
4281

To be eligible for a new Alcohol Beverage License, you must meet the relevant requirements or your application will not be processed.

- **Sole Proprietorship: You must have been a resident of South Carolina for at least 30 days.**
- **General Partnership: The partnership must have been formed in South Carolina for at least 30 days.**
- **Corporation, Limited Liability Corporation (LLC), Limited Liability Partnerships (LLP): Entity must have been registered with the South Carolina Secretary of State (SCSOS) for at least 30 days.**

The fastest, easiest way to submit the ABL-900 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**. You must have a MyDORWAY account before applying for the Special Event Permit. To apply on MyDORWAY, start by logging in, then click the **More** tab. On the next screen, select **Apply for a New Alcohol Beverage License**.

Or you can submit the ABL-900 by:
Mail: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907
Email: ABL@dor.sc.gov

Submit all of the following documents at least 3 days before your special event:

___ 1. Completed ABL-900 application, signed and dated
___ 2. License and/or permit fees
___ 3. Completed ABL-946 for each principal
___ 4. Criminal record check (CRC) for all principals that is less than 90 days old
- If the principal has lived in SC for two years or more, submit the CRC from South Carolina State Law Enforcement Division (SLED) at **www.sled.sc.gov**.
- If the principal has lived in SC for less than two years, the statewide CRC must be submitted from the previous state of residency and from SLED at **www.sled.sc.gov**.
- If the principal is not an SC resident, the statewide CRC must be submitted from the current state of residency.
- Attach a disposition for any charge that does not list the court charges determination.

___ 5. Completed ABL-100. Your application will not be processed without this form
___ 6. Retail License and Admissions Tax License numbers if you are charging an entry fee and/or selling tickets, selling food and/or beverages, and providing entertainment (for example: games, dancing, music, or plays). If you do not already have a Retail Sales License and an Admissions Tax License, apply online at **dor.sc.gov/register**.
___ 7. Completed ABL-977 or a copy of your lease if the event location is currently licensed to sell beer, wine, and/or liquor.
___ 8. Copy of your notification email to the (SLED)
- You must notify SLED at least 24 hours before the event by emailing ABLSpecialEventPermits@sled.sc.gov.
- Your email should include your name and your organization's name and the type, location, date, and time of the event.
- Copy or forward your email to **ABLCompliance@dor.sc.gov**.

___ 9. Certificate of coverage (ACORD 25) or insurance policy specifying your liquor liability coverage of at least $500,000 for your event, unless you qualify for mitigating factors.
- The per occurrence coverage must be at least fifty percent of the total aggregate limit.

___ 10. Copy of contract with venue or proof of ownership.

A Special Event License or Permit will not be issued if there is a pending application for a permanent license or permit for the same location.

1350

dor.sc.gov

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

APPLICATION FOR SPECIAL EVENT BEER, WINE, AND/OR LIQUOR

ABL-900
(Rev. 1/27/26)
4281

This application must be submitted at least 3 days prior to your special event.

Save time and paper! Complete your application on MyDORWAY at **MyDORWAY.dor.sc.gov.**

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907
Email: ABL@dor.sc.gov

File Number _____

Check the license and/or permit types you're applying for. If your event continues past 11:59 PM, an additional day's fee is required.

License/permit type	Beginning date	Beginning time	Ending date	Ending time	Fee
Beer/Wine (TBP) $10/day					
Liquor (TLP) $35/day					
				TOTAL:	

1. FEIN/SSN _____

2. Legal entity name _____ 2a. Trade name (DBA) _____

3. Applicant's mailing address

_____
Street City County State ZIP

4. Business phone number _____ 4a. Contact email _____

5. Are all principals US Citizens? ☐ Yes ☐ No If no, submit an ABL-920 along with the appropriate immigration documents.

6. Type of ownership ☐ Sole proprietor ☐ Partnership ☐ Unincorporated association ☐ LLC/LLP
☐ SC corporation ☐ Foreign corporation ☐ Nonprofit organization ☐ Political party or affiliate

7. Type of event (dance, festival, fundraiser, etc.) _____

8. Event location (physical location must include street number)

_____
Street City County State ZIP

9. Is this event location within SC municipal limits? ☐ Yes ☐ No If yes, which municipality? _____

10. Are tickets being sold or donations being accepted for entry? ☐ Yes ☐ No If yes, by whom? _____
If yes, provide the Admissions Tax License number or attach Admissions Tax Exemption Certificate. _____

11. Are alcoholic beverages being sold? ☐ Yes ☐ No If yes, provide your Retail Sales Tax License number

12. Retail Sales License number _____ 12a. Retail Sales Exemption number _____

13. Name of Wholesaler delivering product _____

14. Wholesaler contact name _____ 16a. Wholesaler contact phone number _____

15. Is this event location currently licensed to sell beer, wine, and liquor? ☐ Yes ☐ No If yes, provide the following:

15a. Alcohol Beverage License file number _____

15b. Name of business _____
Legal entity name or sole proprietor, including trade name

The applicant is required to provide a valid lease, contract with the venue, or proof of location ownership.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided is true, correct, and complete.

_____ _____
Principal's signature Date

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dor.sc.gov

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

LAW ENFORCEMENT NOTIFICATION FOR SPECIAL EVENT APPLICATION

ABL-100
(Rev. 4/14/23)
4263

Special event organizers must submit this application to the Chief of Police of the municipality where their event is located. If the special event does not take place within municipal limits, submit this application to the Sheriff of the county where the event is located.

If the Chief of Police or Sheriff is unable to sign, you must include a written statement from the Chief of Police or Sheriff authorizing another law enforcement representative to sign on their behalf.

To be completed by the applicant

Legal entity name or sole proprietor

Physical location of event | Municipality (if applicable) | County

Date(s) of special event | Beginning time | Ending time

To be Completed by the Chief of Police or Sheriff

I have been informed by the applicant above about their application for a Special Event license to sell beer, wine, and/or liquor at the address shown above.

☐ **I do not object to the issuance of the Special Event License.**

☐ **I object to the issuance of the Special Event License.**

Signature of authorized law enforcement official | Date

Name and title of authorized law enforcement official | Department | Phone number

If this form is not completely filled out, your application will be returned to you.

The entire application **must** be presented to law enforcement officials with this form.
Any alterations of this form will void the agreement.

If you are applying for multiple locations, this form must be submitted for each location.

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dor.sc.gov

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
CONSENT AND WAIVER

ABL-946
(Rev. 9/18/25)
4422

If you're applying on MyDORWAY, the ABL-946 is part of the normal application workflow. You do not need to submit or attach a paper copy of the ABL-946 if applying on MyDORWAY.

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

What you need to know:

- The SCDOR cannot issue a license or permit to anyone who owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Title 30, Chapter 2 and SC Code Section 12-54-240. Full code sections are available at **dor.sc.gov/policy**.
- The SCDOR has the right to share information with other principals or applicants in order to process the application or renewal.

Legal entity name _____ FEIN _____

Principal's name _____

Home address (no PO box) _____
Street

_____
City State ZIP

Date of SC residency (mm/dd/yyyy) _____ Date of birth (mm/dd/yyyy) _____

SSN _____ FEIN _____ Percent of ownership _____

Principal types (Check one):

☐ Owner ☐ Corporate officer ☐ Partner ☐ Member (LLC) ☐ Manager (LLC)

☐ Employee/Manager ☐ Nonprofit officer ☐ Fiduciary ☐ Publicly traded agent

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or liquor revoked or suspended in this state or any other state?

☐ Yes ☐ No **If yes, you must attach an explanation**.

Have you been convicted of a crime in South Carolina or any other state?

☐ Yes ☐ No **If yes, you must attach an explanation**.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

_____ _____
Principal's Signature Date

Social Security Privacy Act Disclosure
It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.

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Special Event Guidelines

The **Special Event Beer & Wine Permit (TBP)** authorizes the sale of beer and wine at special events for consumption on the licensed premises.

The **Special Event Alcoholic Liquors License (TLP)** authorizes the sale of alcoholic liquors at bona fide nonprofit events for consumption on the licensed premises. This permit is issued to nonprofit organizations only. To be eligible for this permit a nonprofit organization must have an eleemosynary charter from, or be a political party affiliate certified by, the South Carolina Secretary of State's office.

Special events cannot exceed 15 consecutive days per SC Code Section 61-4-550(A). Events continuing beyond 11:59 PM require an additional day's fee.

If the special event has outside vendors within the event, each location allowing the sale of liquor is required to obtain a Special Event License.

Liquor is required to be confined to the specific area from which it is sold. Fencing, signs, and bike racks are a few ways the area can be defined.

SC Code of Regs 7-202.3 states:

- The premises of a nonprofit organization must be separate from the premises of any business operation, including businesses licensed to sell liquor by the drink.
- The premises of a nonprofit organization are considered separate if the organization has its own address and separate entrance, and is not connected with another business premises by common doorways or passageways, either interior or exterior.

Special events where a license and/or permit is not required
A license or permit is not required if a person or entity provides beer, wine, and/or liquor at a function free of charge and free of any consideration whatsoever. This is referred to as an unlicensed social function.

An unlicensed social function is an event of a noncommercial nature where admission is not charged, and beer, wine, or liquor is being consumed, but not sold, and the person having the function does not have a beer and wine permit or liquor license. A wedding reception where beer, wine, or liquor is being consumed is an example of an unlicensed social function. A bartender, caterer, or event hall may NOT provide the beer, wine, or liquor for this type of event to be considered an unlicensed social function

If you're not sure which Special Event License or Permit you need, see the **Special Event** pages at **dor.sc.gov/tax/abl/licenses**.

Frequently Asked Questions

Who should obtain the Special Nonprofit Event License or Special Event License?
If the host of the event is charging any fees where the alcohol is going to be provided, the host must obtain the Special Nonprofit Event License or Special Event License. The host, as the license holder, must acquire the beer and wine from a licensed wholesaler and liquor from a licensed Class B Retail Liquor Store. The host may hire someone to tend the bar only.

When a bartender, caterer, event hall, or other businesses provides the alcohol, they would be required to obtain the license instead of the host.

How long does it take to get a special event license?
Special event applications must be submitted at least 3 days prior to the event. The earlier we receive an application, the more time we have to resolve any issues that may arise.

Can I have liquor moving freely at my special event?
If you have multiple stations set up with outside vendors for an event, you must keep the liquor within the confined area from which it is sold. However, if there will not be any outside vendors present, liquor is allowed to move freely throughout the event space.

Per Regulation 7-202.3:

1. The premises of a nonprofit organization must be separate from the premises of any business operation, including business establishments licensed to sell alcoholic liquor by the drink.
2. The premises of a nonprofit organization will be deemed separate if the organization has its own address and separate entrance, and is not connected with another business premises by common doorways or passageways, whether interior or exterior.

May I purchase beer, wine and/or liquor from a retail store?
No. Once you obtain a special event license you become a retailer and all beer, wine, and liquor must be purchased from an SC licensed wholesaler.

If I am having my event at a location that holds only a beer and wine permit may I obtain the special event for liquor and use the locations beer and wine permit?
No. In order to have a special event at a license location the location must lease the area to the event holder, that lease will render their beer and wine license invalid during the leased period. The beer, wine, and/or liquor must be provided by the same entity

Can I sell tickets to an event and allow a nonprofit to obtain the permit if I am going to donate the proceeds to them?
No. The entity that collects the money must be the same as the one who holds the license.

Can I get a special event for my home?
No. We do not license personal residences.