

POLICIES & PROCEDURES

Room Rental Fee:

Room rental fees include use of Inspired By Annette Venue and its outdoor space (2 acres of open grassland) for six hours of event time and two hours pre-event setup. Additional set-up hours are charged at \$125 per hour. IBA Venue can seat up to 150-170 guests. For pricing on additional event hours, please contact our office 843.225.1077

In-House Rentals Included:

- 100 White Padded chairs
- (10) 60" round tables
- (4) 8' rectangular tables
- (2) 6' rectangular tables
- (2) custom built in bars

Note, these bars are for inside use only and cannot be moved to the outdoor space for a bar set-up. Client is responsible for linens if a décor package is not selected.

Venue Tours:

We require appointments for venue tours. Please contact Sabrina Hyman or call the office at 843.225.1077 to schedule your visit.

Ceremonies and Rehearsals:

The venue can accommodate up to 150-175 seats depending on the floor plan.

Rehearsals must be scheduled with the venue manager between 60 to 30 days prior to the event date. The time and duration of the rehearsal will be subject to other events taking place that day and may not last longer than one (1) hour.

Deposit Schedule:

- Upon execution of the venue contract a \$500 (non-refundable) deposit plus \$500 damage deposit (refundable post event) must be submitted made payable to Inspired By Annette. (\$500 non-refundable deposit will be applied towards balance)
- Final payment is due two weeks prior to the event date.
- The final guest count is due seven (14) days prior to the event date.
- A 3% processing fee applies to all credit card transactions.

Music: In order to be respectful of our neighbors, no amplified music is allowed after 12:00am.

Breakdown + Decorations:

- Sparklers, fireworks, wishing lanterns, or any kind of pyrotechnics are prohibited.
- Staples, nails and tacks may not be used anywhere on the property
- Absolutely no glitter, confetti, birdseed, balloons or wish lanterns may be used inside Inspired By Annette Venue
- Candles may be used, but must be inside a votive.
- Smoking indoors is strictly prohibited. Please use designated smoking areas.
- No items may be left at the venue overnight
- A final walk through will be conducted with a venue manager at the end of the event with a checklist to ensure proper clean up of the space is complete. The event planner is required to stay for the entire event and final inspection. Failure to do so will result in full forfeiture of the client's security deposit.

Caterer + Bar Service:

- All caterers and bar service must be licensed and insured.
- While alcohol consumption is allowed at the facility, alcohol may not be served to minors or anyone appearing to be intoxicated. The South Carolina Alcohol Beverage and Control board requires that all alcohol must be supplied by a professional bar service with the necessary licenses and liability insurance.
- While Inspired By Annette provides an on-site dumpster caterers are responsible for emptying and removing all trash from facility and grounds.
- Please remove any food and drink from the refrigerator and microwave.
- Please sweep and wipe down the counters and sink.
- The catering and bar service company is required to survey the venue and grounds proper clean-up before leaving the property. Failure to do so the client will forfeit their security deposit.