

COLLETON MUSEUM & FARMERS MARKET "MARKET HALL" RESERVATION FORM

The reservations and arrangements for use of the Colleton Museum & Farmers Market event space known as "Market Hall" must be made through an authorized representative of the facility. No reservation is confirmed until this form is completed (with payment) and the Director of the Colleton Museum & Farmers Market gives final approval. Any questions should be directed to our Events Coordinator, Eartha Cunningham, at 843-549-2303.

ONE HALF OF THE RENTAL RATE (non-refundable) IS EXPECTED WITH COMPLETION OF THIS RESERVATION FORM. Balance is due two weeks prior to the event.

PLEASE READ THE "FACILITY USE GUIDELINES" AND OUR RENTAL BROCHURE BEFORE COMPLETING FORM:

Name of Event:

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Description of Event:

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Space Requested: (circle one) Market Hall & Outside Pavilion  
Outside Pavilion Only

Rental Rate includes the use of 125 folding chairs and 4 tables. Additional Tables (\$6 ea.) may be rented:

Would you like additional Tables? How many? \_\_\_\_\_

Sponsoring Organization or Individual Responsible:

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Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person If Different than Above:

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Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date & Time of Event:

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Anticipated Set-up Time:

\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Entrance Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_ (For set-up/ cleanup needs)

Will alcohol be served? \_\_\_\_\_ Will food be served? \_\_\_\_\_ If yes, describe (i.e. hors d'oeuvres, dinner, etc.)

\_\_\_\_\_

Will an admission fee be charged? \_\_\_\_\_ If so, amount charged? \_\_\_\_\_

If alcohol is served will there be a cash bar in addition to entry? \_\_\_\_\_

Organization/Individual Responsible for Payment:

\_\_\_\_\_

\*Signature of responsible party: \_\_\_\_\_

Date: \_\_\_\_\_

\*By signing this form you acknowledge that you have read and understand the Facilities Use Guidelines and will abide by all stipulations set forth in this document.