



498 Howard Street ♦ Spartanburg, SC 29306
Phone: (864) 585-0905 ♦ <http://hubcityfm.org>

RENTAL GUIDELINES

Northside Harvest Park in Spartanburg's Northside neighborhood, is available for private rental during times when other events are not scheduled. Our goal is to create a fantastic community event venue that reflects our unique character. Please read all of the Rental Guidelines listed below before signing your contract.

- 1. Term & Times:** Our minimum rental term is four hours, with all hours consecutive. Rental blocks include your setup and breakdown times, please plan accordingly. Please be ready to finish up by your contracted time, as our Staff will only be available until that point. All events must end in time to clean up and vacate no later than 11:00 PM.
- 2. Security & Cleaning Fee:** We require a \$250 security deposit, which is refundable if the venue is returned clean and undamaged. We do not keep maintenance staff on hand, so we ask that you leave the space as clean as you found it. Brooms, garbage bags, trash receptacles, and other cleaning items may be available for your use upon request.. Security deposits will be returned within 1 month of rental.
- 3. Payment & Cancellation Policy:** At the signing of your contract 50% of your rental fee and the security deposit will be due. The balance for the rental is due 7 days prior to the event date, at which point your rental fee is non-refundable.
- 4. Staffing:** An Event Manager will be on the premises when you arrive and at the completion of your event. This person will be your point of contact for any questions regarding the facility. There will be an additional fee if you would like to have an event manager on location for the duration of the event.

5. **Designated Areas:** The rental arrangement covers the pavilion and grounds of Northside Harvest Park. The restrooms of Monarch Café will be available as well. However, Monarch's facilities and the Urban Farm are not covered by this rental.
6. **Food & Drink:** As noted above, the use of the Monarch Café, their kitchen, or their food is not covered in this agreement. You must provide your own food, drinks, coolers, and ice. You are responsible for your guests at all times, and if you choose to serve alcohol, you must comply with all pertinent SC statutes. You must verify that your guests are at least 21 years of age in order for them to consume alcohol; if we have reason to suspect underage drinking, you will be asked to leave immediately with no refunds.

Rental Rates

1. Hours must be consecutive, with an event representative on site to check in and close out the event. There is an additional fee if you would like an onsite event manager for the duration of your event.
2. 501(c)3 Non-Profit groups qualify for discounts on fees. Verification is required prior to the application of the discount.
3. Discounts are available for rentals occurring November- February.
4. Deposit of 50% of the total amount of the rental fee plus the security deposit is required upfront in order to place the booking; the remaining balance is due 14 days prior to the event.

Monday - Thursday Rentals (excluding holidays)

4-hour event block rental: \$200

Full Day rental: \$400

Friday - Sunday, Holiday Rentals

4-hour event block rental: \$300

Full Day rental: \$600

Security Deposit: \$200 Cash or check only, 100% refundable with proper care of the facility.

Staffing Fee: \$150