

## Rental Fees

**For use of outdoor pavilion ONLY & use of outside bathrooms.**

\$150 for 6 hours of use.

This amount includes a cleaning fee.

Additional hours: \$25 per hour.

**For use of Market Hall – our interior meeting and event space (also gives you use of the outdoor pavilion) and use of inside bathrooms.**

\$300 for 6 hours of use.

This amount includes a cleaning fee.

Additional hours: \$50 per hour.

Reservation must include your set-up time and your event time.

Four 8' tables are included in the rental fee. Additional tables are available for rent.

Use of chairs is included in the rental fee.

Rental Rates for additional tables:

\$6.00 per table (60" rounds & 8'oblongs available)

Tablecloths are available to rent.

\$8.00 per tablecloth:  
Floor length ivory tablecloths available.

### **RENTAL GUIDELINES Colleton Museum & Farmers Market**

506 E Washington St.

Walterboro, SC 29488

Phone: 843-549-2303

[www.colletonmuseum.com](http://www.colletonmuseum.com)

## **RENTAL GUIDELINES COLLETON MUSEUM & FARMERS MARKET**

# COLLETON MUSEUM



# & FARMERS MARKET

Both Market Hall  
(our interior event space)  
and our outside  
Pavilion  
are available for  
rental.

## MARKET HALL & PAVILION RENTAL GUIDELINES

For your convenience we have highlighted frequently asked questions concerning the rental of our Market Hall.

Please see **attached County Ordinance** which provides more detailed information on reservation of a county facility (i.e. Market Hall).

### **Reservations**

Reservations should be requested and approved by the Colleton Museum Director or Farmers Market Manager. Telephone: 843-549-2303.

During your event and set-up time: There will be a CM&FM staff person on the premises during your scheduled event and set-up time. The hours of the set-up and rental are to be pre-specified and enforced by the staff member.

Special electrical or technology needs are to be specified at the time of your rental contract.

Colleton County reserves the right to deny a request, reassign space or cancel reservations.

Groups or individuals renting Market Hall are responsible for any damages to the facility or grounds.

NO PARKING is allowed underneath the outside pavilion at any time.

Candles must be contained in glass.

When using the kitchen refrigerator, leftover food items must be removed at the end of the event.

NO COOKING inside the kitchen. All food must be pre-prepared. Use of chafing dishes is permitted.

**NO SMOKING** INSIDE THE BUILDING. Ash cans are in the outside pavilion area.

The rental area is to be left in the condition the room was found in.

Kitchen should be clean and all trash must be removed from the property at the end of an event.

Tables may be left in place, but all chairs must be folded and put up.

Party Music should end at 10:00 p.m.

Market Hall has a maximum capacity of 168 persons.

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Should you have further questions please call the CM&FM Director or the Farmers Market Manager at 843-549-2303 or visit us at 506 E. Washington St, Walterboro, SC.