



## Reservation Form for Special Events and Meeting Spaces

### TERMS OF RESERVATION:

- Meeting spaces in the building during open hours are subject to a \$50 non-refundable Cleaning and Reservation Fee, then cost of admission/person.
- Full building is available for reservation after 4PM and requires a \$150 non-refundable Cleaning and Reservation Fee at least one week prior to the reservation.

Admission charge for group events is \$10/person, due at the end of the event. Minimum of \$250.

Rectangle tables, chairs, and trash cans are made available when possible.

Event must conclude by 8:00 PM.

Patrons are responsible for bringing in their own catering, refreshments, servers, and setup.

Dressed re-enactors add a historical flair as they mingle with your guests for \$100.

Cancellation within one week of event results in 50% charge (minimum \$125).

Signature for agreement to these terms: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Spanish Tapas Caterers: Debbi Covington 843-525-0350 [cateringbydebbicovington.com/](http://cateringbydebbicovington.com/)  
Saltus River Grille 843-379-3474 [robin.price@plumsrestaurant.com](mailto:robin.price@plumsrestaurant.com)

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**Submit your contact info to [mmeyer@santa-elena.org](mailto:mmeyer@santa-elena.org) at least 3 weeks prior to event.**

Contact Person:

Organization:

Date & Name of Event:

Estimated # People:

Method of Payment:

Area(s) to be reserved:

Description of activities & logistical needs: