

Events at The Lake House & Oyster Catcher Community Center

Rooms in The Lake House and Oyster Catcher Community Center may be rented for private events*. All room reservations and rentals are managed by the Lake House Manager. For inquiries on room rental, please call (843)725-1581.

ROOM DESCRIPTIONS/OCCUPANCY

Room Name	Capacity (# of people including attending staff)	Room Dimensions	Furnishings
Osprey 1	30	24' x 26'	6 - 3' square tables/24 - upholstered chairs
Osprey 2	35	24' x 26'	6 - 3' square tables/24 - upholstered chairs
Bobcat 1 (available seasonally)	20	20' x 24'	Furnished with square or rectangular tables and upholstered chairs, upon request.
Bobcat 2 (available seasonally)	20	20' x 24'	Furnished with square or rectangular tables and upholstered chairs, upon request.
Eagles Nest Studio	30	22' x 27'	6-3' square tables/20-unupholstered chairs
Live Oak Galley	15	16' x 20'	Ovens, Refrigerator, Cook-top, Microwave, Dishwashers
Lake House Lawn	300	Big	None available - Private Rentals OK

Live Oak Hall

Stand-up social	175	32' x 65'	UP to 20-3' square tables and 10-6' rectangular tables and up to 140 Upholstered chairs
Theatre seating	155	32' x 65'	
Plated Dinner	130	32' x 65'	

Oyster Catcher Community Center

Stand-up social	100	27' x 53'	Up to 10-6' rectangular tables/up to 60 upholstered chairs
Plated Dinner	60	27' x 53'	

Room Deposit Quick Reference Guide

Space	Deposit**	Rental Fee***
Osprey 1	\$100.00	\$100.00
Osprey 2	\$100.00	\$100.00
Bobcat 1	\$75.00	\$75.00
Bobcat 2	\$75.00	\$75.00
Eagles Nest	\$100.00	\$100.00
Live Oak Galley (Kitchen)	\$100.00	\$100.00
Live Oak Hall	\$1000.00	\$400.00
Oyster Catcher	\$200.00	\$200.00
Lawn	\$1000.00	\$400.00

*Private events are those events not open to the Seabrook Public. A political event that includes any type of fund raising or solicitation for donations, even when advertised as an open event, will be considered a private event, with rental charges and deposits being applicable.

**Deposits are refundable when the space used for the event is left in its original condition.

***Rental Fee is based on 4 hour rentals and does not include A.V. support.

Please note that SC Sales Tax of 8.5 % will be added to all Rental Fees

Event Rules & Guidelines

The SIPOA provides rooms for Property Owners to use for personal events. Property Owners and Guests that are sponsored by a Property Owner can rent rooms. All event materials including but not limited to, such as, tables, cloths, utensils, flowers and decorations are not provided. The SIPOA is not responsible for staffing the event, delivery, set up, teardown, lost and/or stolen items.

Vendors/Caterers

The Property Owner who is sponsoring the event is responsible to coordinate the delivery of their vendors' items to and from the building in the scheduled room's

rental time. Special time for vendors to deliver and pick up their items is available but will need to be in writing from the *Lake House Manager*.

SIPOA policy requires that you provide, at least thirty (30) days in advance, a certificate of liability insurance naming the association as an additional insured and showing the limits of your liability and workers' compensation coverage. Please submit this to the *Lake House Manager (843-725-1581)*.

Event Hours

Events are not permitted to start before 7:30a.m. and cannot extend past 11:00p.m. Pre- and post- event preparation sixty (60) minutes before or after those hours must have written permission from the Lake House Manager.

Music And Entertainment

Music and entertainment must be confined to the reserved room. All amplified music requires special approval.

Audio/Visual

Live Oak Hall offers an LCD Projector that will project a laptop display wirelessly as well as cable TV and a standard DVD player that will allow movies and other DVD discs to be presented on the pull down projection screen. There is also a wireless microphone and lapel microphone for speaking purposes. An audio/visual technician is available for an additional charge.

Decorations

All decorations must be confined to your specific room(s) reserved for your function. Additionally, all decorations must be limited to tabletops, or free standing displays, that do not require adherence to walls or furniture.

Lawn Events

All beverages served on the events lawn and adjacent porches must be served in plastic. Glass pouring bottles such as wine and liquors can be used at the bar but are confined to the bar.

Tents can be used for events, but must be set up on the day of event and removed no later than noon the following day. Tables, chairs and other party decorations are welcome on the lawn. Amplified music requires special approval. All use of open flame must be pre-approved by The Lake House Activities Coordinator.

The Live Oak Hall must be reserved in advance if the event plans to use the room in case of inclement weather. We offer a discounted fee to reserve the Live Oak Room as weather back-up.

Overflow Parking

Any event of 75 people or more must pay an overflow parking fee of \$100. SIPOA will have additional security personnel on duty to assist with parking.

Set Up/ Clean Up

The Property Owner is responsible for the clean-up of the room and any part of the facility that their Guests have used. All areas will need to be returned to the pre-event form before receiving the events damage deposit. The Property Owner sponsoring the event is responsible for any damages exceeding the damage deposit amount.