

**Historic Port Royal Foundation
Union Church
PO Box 817
1004 11th Street
Port Royal, South Carolina 29935
Phone: 843-524-4333 info@portroyalhistory.org**

Thank you for your interest in holding your event at the Union Church. The following policy covers the use of the Church and has been established by the Board of Directors of the Historic Port Royal Foundation. If you have any questions or concerns, please call or email us and we will get back to you promptly.

SCHEDULING

Please make your request to us as far in advance of the date you require as possible. We do wish to accommodate your request and will do so to the best of our ability. Other events are scheduled to take place in the church throughout the year, however.

The attached form may be used to request scheduling, or a letter containing all the pertinent information requested on the form may be submitted. A Board member must approve all requests for use of the church. Requests may be declined at the discretion of the Board.

Due to fire regulations the current seating capacity of the Church is 120. There is a narthex, or entrance hail, that is very small, one restroom and one office in the front of the building and a large room at the back which is used as a museum.

Alterations to the building are not permitted.

Please note the following policies:

1. Smoking is strictly prohibited anywhere within the church building, including the restroom.
2. No alcoholic beverages may be brought onto the church property, inside or out.
3. Confetti, rice, birdseed, etc., is not allowed on the property. Flower petals or bubbles may be used outside the building.
4. Wires, tacks, nails, tape or glue are not allowed for fastening decorations to Church doors, woodwork, floors, fixtures, chairs, tables or pews.
5. Please do not use live candles on the pews or in the windows. A "unity candle" may be used at the front of the church if desired. Any other use of candles must be discussed with the Foundation prior to the event.
6. Christmas or other special event decoration already in the Church must be replaced as found.
7. Decorations must be in keeping with the dignity and beauty of the Church.
8. If the Church has a communion table designated for that purpose, it must not be used for any other purpose than communion.
9. The Foundation and/or the Town of Port Royal is not responsible for items left, lost or stolen.

10. Users are expected to leave the church in the same condition as it was found. Specifically, waste baskets emptied and contents removed. Decorations, clothing, flower stands, flowers, etc., removed.

11. The pews and other church furniture are not to be moved.

12. Please request your guests to park on Paris Avenue. There are unmarked driveways on the same side of 11th Street as the Church, and our neighbors could be blocked in. There is ample, free parking on Paris Avenue.

13. The user agrees to hold the Foundation and/or the Town of Port Royal harmless for any injuries or losses.

14. The use of profanity, obscenities, expression of racial or ethnic slurs, or discrimination because of race, color, nationality, sex, weight, or sexual preference will result in termination of the request.

MUSIC

Amplified music is not permitted. The Church is located in a residential area, and the peace of our neighbors must be respected.

There is a piano in the church, which is in good working operation, and may be used. If any tuning is needed, it must be discussed with the Foundation, and be at your expense.

Please remember that the church is on the **NATIONAL REGISTER OF HISTORIC PLACES**, and treat it accordingly.

Thank you.

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REQUEST FOR USE OF THE CHURCH FOR A WEDDING OR OTHER EVENT

Today's Date: _____

Wedding/Event Date Request: _____

Time of Wedding/Event: _____

I do do not request the use of the church for the wedding rehearsal on:

Date: _____

Time: _____

I have received a copy of the Policy for the use of the Church, and I agree to all Provisions.

Initials

Bride and/or Groom's Signature

Date

Date approved declined _____

Reviewed By (HPRF):

Signature

Print Name

HPRF Board Title

Fee Schedule for Use of the Union Church

Rental for use of the Church---\$400.00

Non-Refundable Cleaning Fee---\$50.00

Refundable Security Deposit---\$200.00

Please make checks payable to the Historic Port Royal Foundation

Use of the church includes the evening prior to the wedding for rehearsal.

Cleaning fee includes cleaning of the church before and after the event.

Please make out a separate check for the security deposit. Check will be returned if there is no damage to the church.