

**STEVENS ON AUDITORIUM**  
**City Of Orangeburg**  
 979 Middleton Street  
 Orangeburg, SC 29115  
 533-6000



**2015-2016 RENTAL CONTRACT**

Organization \_\_\_\_\_

\*Responsible Person \_\_\_\_\_

Today's Date \_\_\_\_\_ Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Address \_\_\_\_\_

Type Event \_\_\_\_\_ Date of event \_\_\_\_\_

Number of days needed \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Current Business License# \_\_\_\_\_ or Letter of Non-Profit Provided \_\_\_\_\_

\*Driver's License# \_\_\_\_\_ State \_\_\_\_\_

\*Social Security # \_\_\_\_\_

**\*NOTE: RESPONSIBLE PERSON MUST BE 18 YEARS OF AGE AND MUST PROVIDE COPY OF SOCIAL SECURITY CARD AND VALID DRIVERS LICENSE OR SOME OTHER FORM OF PICTURE IDENTIFICATION.**

**Seating and Fees:**

Location	Seating	Rent Performance (Includes one rehearsal)	Rent Rehearsal (each additional)
Main Floor	390	\$500	\$150
Balcony	223	\$100	NA
<b>Total</b>	<b>613</b>	<b>\$600</b>	<b>\$150</b>

**NOTE: THE AUDITORIUM IS NOT OPEN FOR PRIVATE OR PUBLIC EVENTS DURING THE NORMAL BUSINESS HOURS OF CITY HALL - 8 AM TO 5 PM**

**Additional Charges:**

**Custodian \$40/hr** (A custodian is required to be present for every hour of use by renter, including rehearsal and setup.)  
 This requirement for setup may be waived if the setup is done during the City's normal business hours.)

**Security Person \$40/hr** (one person is required for each floor rented from time doors open until all attendees leave)

**NOTE: CUSTODIAN CAN SETUP BASIC AUDIO AND LIGHTING FOR A SHOW PRIOR TO START OF PERFORMANCE.**

**IF SOMEONE IS NEEDED DURING SHOW TO OPERATE AUDIO & LIGHTS, A TECHNICIAN FROM BELOW MUST BE HIRED.**

**\*Audio Technician \$40/hr** (required to operate sound system during rehearsal & program-- Minimum of one hour to do set- up.)

**\*Lighting Technician \$40/hr** (required to operate lighting system during a program)

**\*ONLY AUTHORIZED INDIVIDUALS ARE ALLOWED TO USE OUR SYSTEM.**

**Security Deposit \$250.00 (Refundable)**

**NO ONE IS TO BE IN THE AUDITORIUM WITHOUT THE CUSTODIAN PRESENT**

**WE WILL NOT BE RESPONSIBLE FOR ANY ITEM(S) LEFT IN THE AUDITORIUM**

**Return this page with highlighted information completed**

**Payment:**

The Security Deposit of \$250 plus 50% of the estimated Total Rental Charge must be paid at the time the auditorium is reserved to secure the reservation. The remainder shall be paid no later than two weeks prior to first use or one month if paid by check. This includes estimated hours for City Of Orangeburg employees, security and technicians. The total Rental Charge will be determined the first business day after use of auditorium is concluded. Any Rental Charges that exceed the estimated rent collected in advance will be deducted from the deposit paid and any balance owed must be paid within five (5) business days. If the estimated Rental Charges collected are greater than the actual Rental charges, the difference along with the Security Deposit will be returned provided there are no damages to Auditorium. **All renters must have a current City of Orangeburg Business License or obtain a One-Day Event Business License from the City of Orangeburg.**

**Cancellation Policy and Forfeitures:**

1. Cancellation 14 days or less before the event will result in forfeiture of the rental fee and security deposit (\$500 Max). This excludes any of the additional charges, which will be refunded.
2. Cancellation from 14 days to 28 days before the event will result in forfeiture of one half of the rental fee and security deposit (\$250 Max). This excludes any of the additional charges, which will be refunded.
3. Failure to identify the type of usage before the event will result in forfeiture of all rental fees and security deposit (\$500 Max).
4. Attendance to the Auditorium is limited to the number of seats available; failure to adhere to this will result in forfeiture of rental fee and security deposit (\$500 Max).

**Disclaimer:**

The City Of Orangeburg is not liable for any damages, including loss or theft, of any equipment or property brought onto City Of Orangeburg property in association with the rental of Stevenson Auditorium.

The City Of Orangeburg is not liable for any claims for accident or injury resulting from rental use of Stevenson Auditorium.

## RULES FOR RENTAL USE OF STEVENSON AUDITORIUM

1. Additional Chairs for seating are not allowed. All aisles, doors and exits are to stay open and unobstructed. All tickets are to be sold from ticket window.  
No Tables are allowed in carpeted lobby area.  
Do not move chairs from boxes.  
Do not remove stools from Dressing Rooms or bring additional chairs into Dressing Room Area.
2. All exit doors around Stevenson Auditorium are to remain in their secure position during all times Stevenson is in use unless the doors are used for an emergency. Renter is responsible for securing all back stage and stage doors.
3. Building occupancy is limited to number of seats in Auditorium plus performers on stage and in dressing rooms. Failure to comply will result in the rental use of the Auditorium being immediately terminated with no refund of rental fees and the auditorium will be completely evacuated.
4. No open fire or flame of any type or duration is allowed in building. This includes no smoking of any tobacco products inside City of Orangeburg buildings.
5. No food or drinks are allowed (this includes the lobbies and restrooms). Refreshments may be consumed by performers in the dressing room area only, provided they are delivered through outside dressing room door. Once any such delivery is made this door should be secured and/or during any usage of entrance or exit someone 18 years or older from the renter's personnel needs to control access. The renter is responsible for securing all stage and back stage doors.
6. Alcoholic beverages are not allowed on premises.

7. Lighting and Sound Room equipment are to be operated only by Technicians trained on this specific equipment. A basic setup to be used for the entire program is included with basic rent. If your program requires a technician for more than an initial setup, an approved technician must be hired. A list of approved technicians and their rates are available upon request
8. Renters are not allowed to attach anything to stage or entrance curtains, walls, ceilings, any glass surfaces and lobby or auditorium floors.
9. Any loading and unloading should be done from Market Street side door. The renter must have someone from the group 18 years or older controlling all access to these areas during loading and unloading. All doors must remain secure at all other times.
10. Renter is responsible for picking up any litter on City Of Orangeburg property including auditorium, restrooms and ticket booth resulting from their use of Stevenson Auditorium.
11. Access on day of event during normal business hours to setup is at no additional charge.
12. Renters must comply with the direction given by City Staff as it relates to Rental Policy and the use of Stevenson Auditorium. Violators of Rental Policy may be banned for up to (12) twelve months for the first offense. Subsequent violations will result in more stringent restrictions.
13. Renters must comply with Ordinances for the City of Orangeburg; specifically regarding Business Licensing. All vendors must have a City of Orangeburg Business License or Permit, which must be displayed in plain view. City of Orangeburg Business Licenses are available during working hours of the Finance Department of the City of Orangeburg.

14. Renter is responsible for any damage to any City of Orangeburg Buildings or property occurring as the result of misuse, abuse or failure to comply with this Rental Agreement by anyone in attendance or associated with the Rental. The Security Deposit will be forfeited to cover the cost of repair or cleanup. The Renter will be required to reimburse the City Of Orangeburg for any repair or cleanup cost exceeding the Security Deposit.
  
15. All Renters' equipment and property must be removed from City Of Orangeburg Property before midnight of last rental day unless special arrangements have been made. If not removed as specified, a storage fee of \$100 per day will be charged.

# ESTIMATED CHARGES

## Rental Fee Calculations:

### Facility Charges

\_\_\_\_\_ X \$ 500.00 = \_\_\_\_\_  
No. of Performance Days Main Floor -Daily Rate

\_\_\_\_\_ X \$100.00 = \_\_\_\_\_  
No. of Performance Days Balcony -Daily Rate

\_\_\_\_\_ X \$150.00 = \_\_\_\_\_  
No. of Extra Rehearsal Days Daily Rate

\_\_\_\_\_ X \$150.00 = \_\_\_\_\_  
No. of Days for Piano Rental Daily Rate

**Total Rental Charges** \$ \_\_\_\_\_

### Estimated Auditorium Staff Charges

\_\_\_\_\_ X \$40.00/Hr. = \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Custodian/Security (required for every hour renter is in building)

\_\_\_\_\_ X \$40.00/Hr. = \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Security Officer(s) (required for main floor once doors are open for public)

\_\_\_\_\_ X \$40.00/Hr. = \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Security Officer(s) (required for balcony once doors are open for public)

\_\_\_\_\_ X \$40.00/Hr. = \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Technician Hours

\_\_\_\_\_ X \$40.00/Hr. = \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Technician Hours

**Minimum 1 hour for Set-Up**

**Total Estimated Staff Charges** \$ \_\_\_\_\_

**Security Deposit** \$ \_\_\_\_\_

**TOTAL RENTAL CHARGES FOR USE OF AUDITORIUM** \$ \_\_\_\_\_

**Total to be Paid to secure reservation:**

**50% OF ALL CHARGES, INCLUDING SECURITY DEPOSIT OF \$ 250.00**

**Balance to be paid (at least) two weeks prior to the event or one (1) month if paid by check.**

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title of Renter:** \_\_\_\_\_

**City of Orangeburg Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ACTUAL CHARGES

(TO BE CALCULATED AFTER THE USAGE OF THE AUDITORIUM)

(For actual hours worked by Auditorium Staff)

## Calculations As Follows:

\_\_\_\_\_ x \$500.00 = \$ \_\_\_\_\_  
# Performance days Main Floor

\_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_  
# Performance days Balcony

\_\_\_\_\_ x \$150.00 = \$ \_\_\_\_\_  
# Extra rehearsals

\_\_\_\_\_ x \$ 40.00/hr. = \$ \_\_\_\_\_  
Custodian/Security Hours

\_\_\_\_\_ x \$ 40.00/hr. = \$ \_\_\_\_\_  
Security Officer Hours

\_\_\_\_\_ x \$ 40.00/hr. = \$ \_\_\_\_\_  
Security Officer Hours

\_\_\_\_\_ x \$ 40.00/hr = \$ \_\_\_\_\_  
Technician Hours

\_\_\_\_\_ x \$ 40.00/hr. = \$ \_\_\_\_\_  
Technician Hours-Minimum 1 hour for Set-Up

Additional fees owed for damage, cleanup and/or storage \$ \_\_\_\_\_

**Total Rental Fee:** \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO: CITY OF ORANGEBURG**

\_\_\_\_\_ x \$150.00 = \$ \_\_\_\_\_  
Piano Rental -days Rate per day

**MAKE CHECK PAYABLE TO: STEVENSON AUDITORIUM**





# CITY OF ORANGEBURG

PO Box 1183  
Orangeburg, SC 29116

Business Name \_\_\_\_\_

State South Carolina \_\_\_\_\_

## APPLICATION FOR LICENSE

TO ENGAGE IN BUSINESS OR PROFESSION

2015 - 2016

### OFFICE USE ONLY

LICENSE# \_\_\_\_\_

I.D.# \_\_\_\_\_

RESIDENT: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

CHECK ONE:

NEW BUSINESS  OWNERSHIP CHANGE  ADDITIONAL

RENEWAL  LOCATION CHANGE

CLOSE OUT  JOB COMPLETION

INDIVIDUAL  PARTNERSHIP  CORPORATION

#### STEVENSON AUDITORIUM

BUSINESS LOCATION \_\_\_\_\_

BUSINESS DESCRIPTION \_\_\_\_\_

FEDERAL ID # \_\_\_\_\_ STATE ID # \_\_\_\_\_

BUSINESS PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

EMERGENCY CONTACT ADDRESS \_\_\_\_\_

NAME OF OWNER/MANAGER \_\_\_\_\_

CODE **99000**

DRIVERS LICENSE # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

MOBILE # \_\_\_\_\_

EMERGENCY CONTACT PHONE \_\_\_\_\_ EMERGENCY CONTACT MOBILE \_\_\_\_\_

PREVIOUS OWNER \_\_\_\_\_

### PLEASE MAKE ANY NECESSARY CHANGES TO THE ABOVE INFORMATION

Gross Income: \$0.00 \_\_\_\_\_

License Fee: \$25.00 \_\_\_\_\_

Call (803) 539-3750 for License Fee Amount.

ONE TIME EVENT FOR STEVENSON AUDITORIUM \$ 25.00

**\*\*All new business license applicants must provide proof of identification.\*\***

Building Inspection Signature / Code \_\_\_\_\_

THIS IS TO CERTIFY THAT THE AMOUNT REPORTED AS TOTAL GROSS FOR THE BUSINESS TRANSACTED AT OR THROUGH THE ABOVE LOCATION(S) FOR THE CALENDAR YEAR ENDING DECEMBER 31, OR THE LAST COMPLETE FISCAL YEAR IS TRUE AND CORRECT, AND THAT THIS REPORT CORRESPONDS WITH THE AMOUNT THAT WAS REPORTED TO THE S.C. TAX COMMISSION AND THE INTERNAL REVENUE SERVICE. I HAVE MADE NO DEDUCTION FOR DROP SHIPMENTS, SALES TO GOVERNMENTAL AGENCIES, DELIVERIES OUT OF TOWN, OR OTHERWISE AND THAT I AM FAMILIAR WITH THE CITY ORDINANCE PROVIDING FOR PENALTIES AND REVOCATION OF THIS LICENSE FOR MAKING FALSE STATEMENTS IN THE APPLICATION. I DO HEREBY CERTIFY THAT ALL PROPERTY TAXES AND OTHER FEES HAVE BEEN PAID WHICH ARE DUE AND PAYABLE TO THE CITY OF ORANGEBURG.

MAKE A SEPARATE APPLICATION FOR EACH BUSINESS LOCATION. PLEASE VERIFY ALL INFORMATION LISTED, OR COMPLETE THIS APPLICATION. LATE PAYMENTS ARE SUBJECT TO PENALTY OF 10% PER MONTH PLUS A \$20.00 COLLECTORS FEE.

I UNDERSTAND THAT ISSUANCE OF A CITY BUSINESS LICENSE DOES NOT RELIEVE ME OF MEETING ALL CITY ZONING AND BUILDING CODE REQUIREMENTS, AND THAT I AM SUBJECT TO ALL PROVISIONS OF THE BUSINESS LICENSE ORDINANCE OF THE CITY OF ORANGEBURG. THE IRS HAS A RULING THAT A COPY OF YOUR FEDERAL INCOME TAX RETURN MAY BE REQUIRED TO BE ATTACHED TO YOUR BUSINESS LICENSE APPLICATION IF A REQUEST HAS BEEN MADE FOR AUDIT PURPOSES.

X

INDIVIDUAL'S SIGNATURE (SEAL) \_\_\_\_\_

PLEASE RETURN THIS APPLICATION AND LICENSE FEE TO:  
CITY OF ORANGEBURG - P.O. BOX 1183 - ORANGEBURG, SC 29116-1183  
PHONE: (803) 539-3750 / WEB: <http://www.orangeburg.sc.us>

# CITY BUSINESS LICENSE AND MISCELLANEOUS BUSINESS REGULATIONS

## ALL LICENSES EXPIRE ON MARCH 31 EACH YEAR

**When Due and Payable** License taxes for each year shall be due and payable no later than the fifth day of May each year, except in cases where a person shall begin a new business enterprise, when such license on same shall be due and payable on the day such business is begun. When a business dissolves it shall be liable for the tax on the gross receipts until the date of closing. It is the owner's responsibility to close out this license within thirty days (30) of the business closing date. (Ord. No 2012-8)

**New Business** New businesses, which shall apply for a license on or after April first, shall be computed on the estimated probable gross income stated in the license application for the balance of the calendar year. If new business should be dissolved before the end of the first year, it shall be liable for the tax on the gross business done up to the date of closing. The business license tax for the second year shall be calculated on the basis of gross business done in the first calendar year. (Ord. No 2012-8) All new business license applicants must provide proof of identification.

**Unlawful to Engage in Business Without Payment of Tax** No person shall be engaged in, or carry on any business, trade or profession, either in whole or in part, within the corporate limits of the City without having paid a license tax as herein provided. (Ord. No 2012-8)

**Separate License Required for Each Place of Business** A separate license shall be required for each place of business and every class of business for which a license tax is required. Where two (2) or more kinds of business are conducted in the same place, it shall be the duty of the licensee to keep accurate account of the affairs of each kind of business and to satisfactorily separate the affairs of each so that a proper amount of tax imposed and payable on each type of business may be readily ascertained, otherwise the maximum rate applicable to any type of business being operated shall apply to the whole. (Ord. No 2012-8)

**Inspection and Audits** For the purpose of enforcing the provisions of this ordinance the City Treasurer or other authorized agent of the City is empowered to enter upon the premises of any person subject to this ordinance to make inspection, examine and/or audit the books and records, and it shall be unlawful for any person to fail or refuse to make available the necessary books and records. In the event that the audit or inspection reveals that false information has been filed by the licensee, the cost of the audit shall be added to the correct license fee and late penalties in addition to other penalties provided herein. Each day of failure to pay the proper license fee shall constitute a separate offense. The City Treasurer shall make systematic inspections of the businesses within the City to ensure compliance with the ordinance. Records of inspections and audits shall not be deemed to be public record and shall not be released by the City.

**Penalty Charge for Late Payments** (a) A penalty of ten percent (10%) per month will be added to all business licenses of any person having been in business during the past fiscal year and failing to obtain a license before May fifth of each year. In addition to the penalty charged, a collector's fee of twenty dollars (\$20.00) shall be paid by each business failing to pay on or before the prescribed date or by each business doing business without a license. Nothing herein contained shall be valorem tax on property as provided for by ordinance and the payment of any particular tax herein after mentioned shall not relieve the person or corporation paying the same from liability for any other tax specifically imposed for any other business.

(b) If any tax due hereunder shall remain unpaid after the due date, the City Treasurer shall forthwith issue his execution under seal of the City in the usual form for the collection of taxes, and he shall immediately proceed to collect the tax, together with any penalties and costs due therein, by distress and sale of the defaulter's property in the same manner that is now provided by the law for the collections of other taxes. Penalty rates can change as adopted by City Council.

**Penalties for Engaging in Business Without a License** Any person or persons, for themselves, or as officers of a firm or corporation, exercising or carrying on any trade, business or profession, or operating any establishment for which a license is required by this chapter, without first having registered as herein provided, shall be liable to a fine or imprisonment for not more than thirty (30) days. Penalty rates can change as adopted by City Council.

**Display and Transfer** All persons shall display the license issued to them on the original form provided by the City Treasurer in a conspicuous place in the business establishment at the address shown on the license. A change of address must be reported to the City Treasurer before removal of the business to a new location and the license will be valid at the address upon notification of the City Treasurer and compliance with zoning and building codes. Failure to obtain approval of the City Treasurer for a change of address shall invalidate the license and subject the licensee to prosecution for doing business without a license. A business license shall not be transferable and a transfer of ownership shall be considered a termination of the old business and the establishment of a new business requiring a new business license, based on the old business income.

**Licenses to be Issued Subject to Rules and Restrictions and Regulations of the City** All licenses shall be subject to all legal rules, restrictions and regulations in force at the time they are issued or may hereafter be adopted by the City Council.

**Notices** The City Treasurer may, but shall not be required to serve or mail written notices that license fees are due, but shall publish a notice of the due date in the newspaper of general circulation within the City three times during the month of April in each year.

**Revocation and Suspension** The City Council may revoke any license issued to any person whenever in its judgement to the public welfare makes it necessary.

**Solicitation** All door-to-door salespersons soliciting business in residential areas or from any private residences within the City, shall first register with the City Public Safety Department. For purposes of this section the term "solicitor" means a person who goes from door-to-door visiting multi-family or single family dwellings for the following purposes:

- (a) To sell any goods, wares or merchandise or accept subscription or orders therefore.
- (b) To accept or request donations for any charitable purpose.
- (c) A license and permit will be required for solicitation.

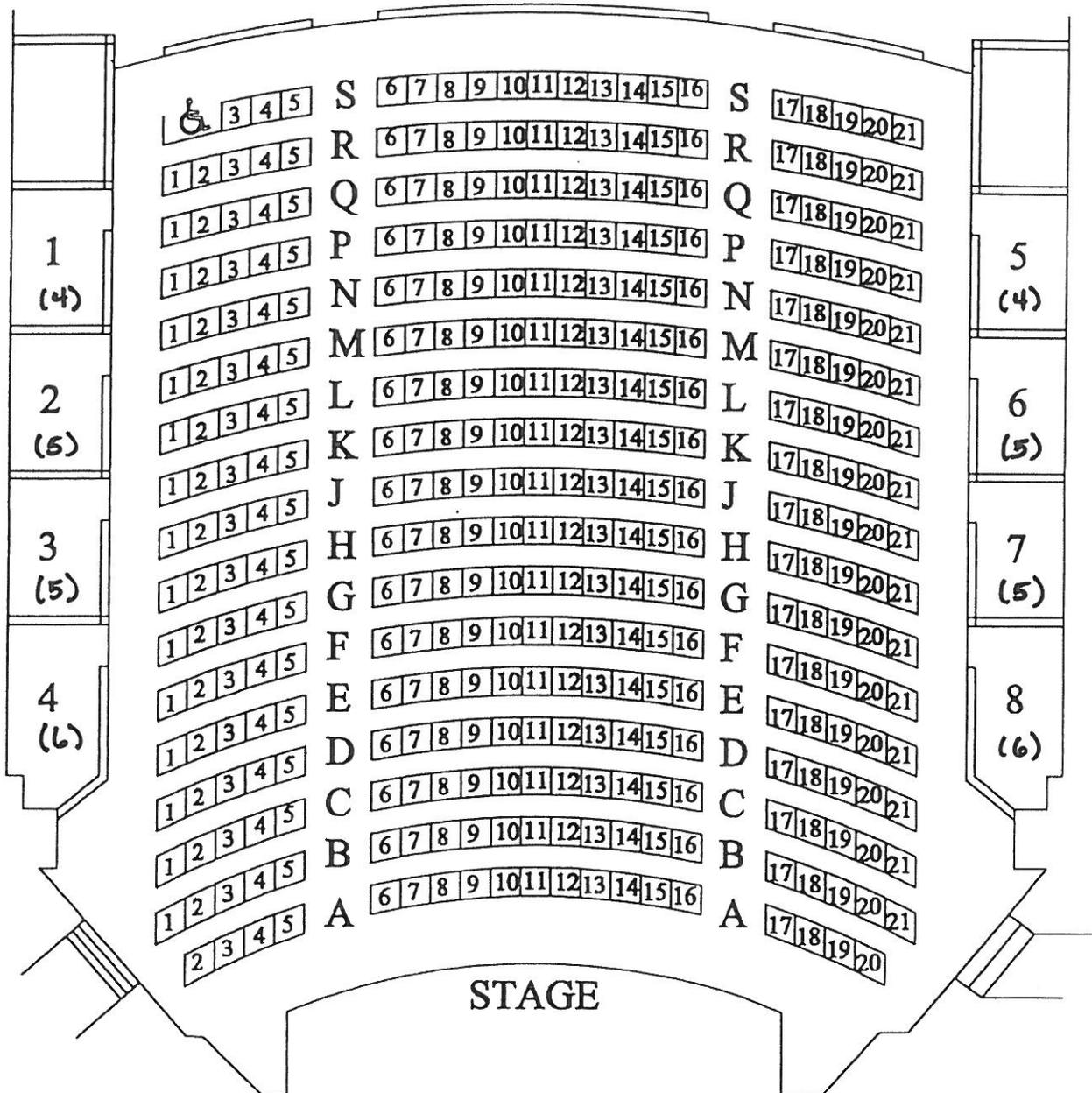
Main Floor 353 Seats  
 1 Wheelchair Space  
 36 Box Seats  
 390

1<sup>st</sup> Balcony 116 Seats  
 2<sup>nd</sup> Balcony 78 Seats  
 3<sup>rd</sup> Balcony 29 Seats  
 223

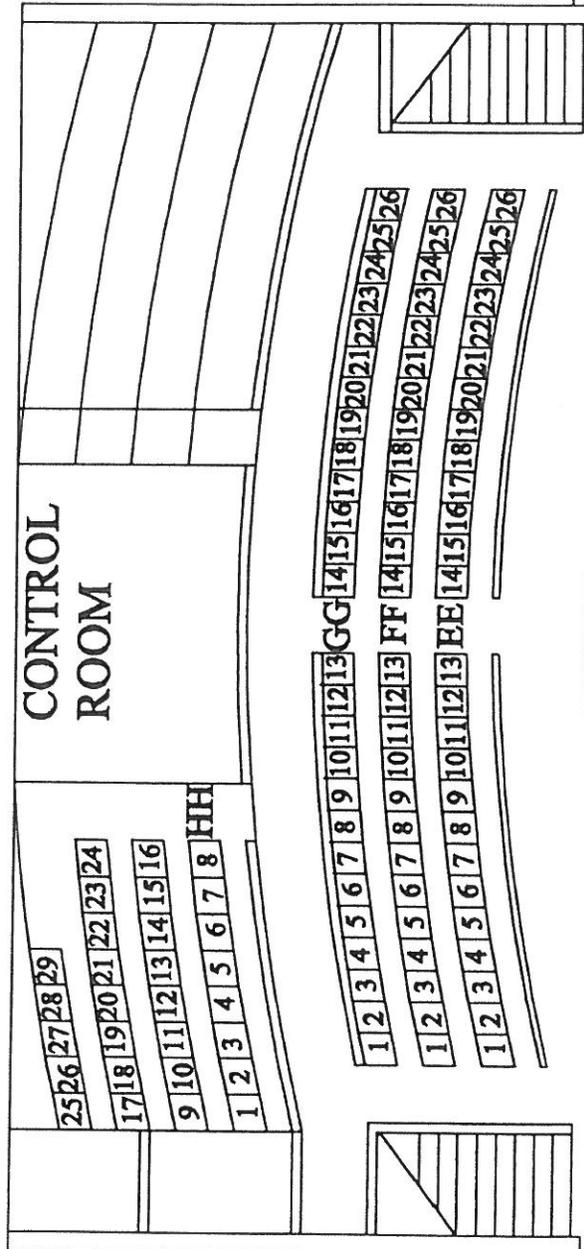
Total Seating: 613

MAIN FLOOR

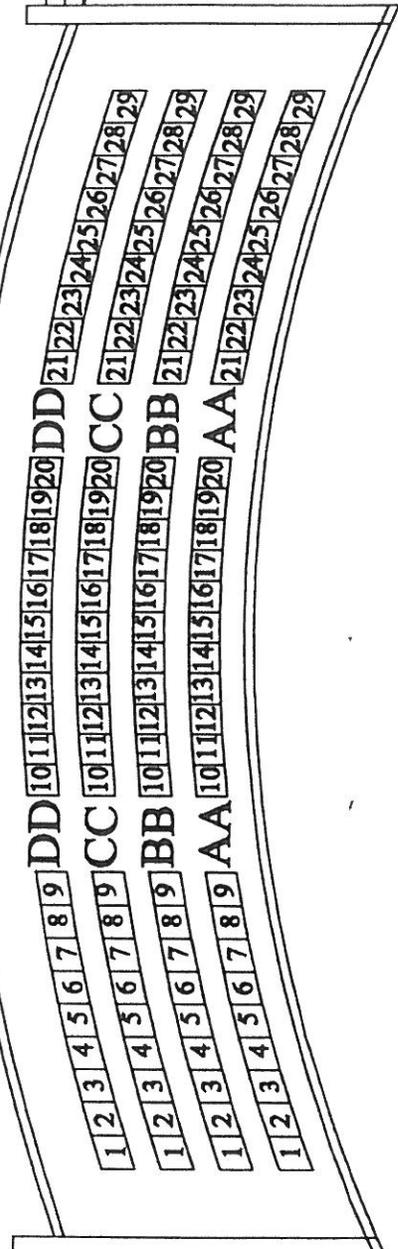
353 Seats  
 1 Wheelchair Space  
 36 Box Seats



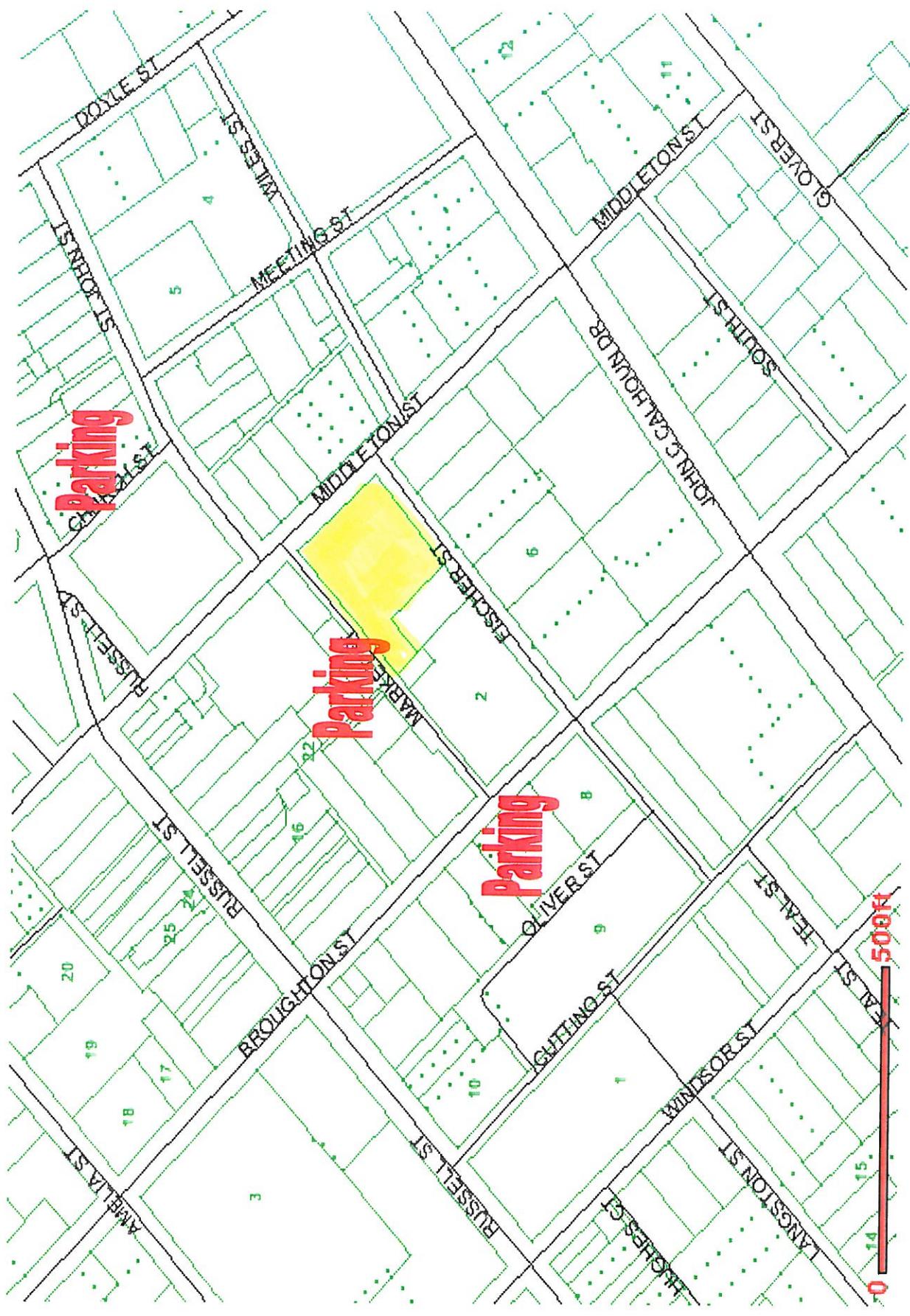
3RD  
BALCONY  
29 Seats



2ND  
BALCONY  
78 Seats



1ST  
BALCONY  
116 Seats



PUBLIC PARKING AVAILABLE WHERE INDICATED:

- 1. ON BROUGHTON
- 2. MARKET STREET
- 3. CHURCH AND ST. JOHN STREET OR ON THE STREETS SURROUNDING THE STEVENSON AUDITORIUM

**DO NOT PARK IN THE EMPLOYEE PARKING AREA OFF FISCHER STREET**