

STUDIO CELLAR VENUE RENTAL  
CONTRACT AGREEMENT

Event Type: \_\_\_\_\_

Event Day & Date: \_\_\_\_\_

Time Needed for Rental: \_\_\_\_\_

Actual Event Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Venue Option Price: \_\_\_\_\_

Bar Package Total: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature & date: \_\_\_\_\_

---

SPECIAL NOTES:

# RENTAL INCLUDES

*Studio Cellar is a spacious and charming historic venue located at the heart of the Vista in downtown Columbia. This historic venue offers high ceilings, original hardwood floors and exposed brick for the most elegant event (and gorgeous pictures.) We are open daily as a paint studio so the atmosphere is a very creative and artistic space with lots of art and culture interwoven throughout the facility. Our venue is just walking distance from the town's best attractions and nightlife, making Studio Cellar a favorite hidden gem in SC. We are very accommodating, competitive and excited to help you create a package for the perfect event!*

## **INCLUDED IN YOUR VENUE RENTAL FEE:**

- Seating for 100/Standing room for 200
- Dance area
- Festive lighting
- Sound system
- Aux system with Microphone
- Projector
- Staffing assistance with set up and clean up
- Bartenders
- Large bathrooms
- Private entrance for special guests

## **TABLES:**

*Our rustic tables include:*

- 6 square 3'x 3' tables that seat 4
- 4 large 5'x 3.4' handmade and refinished old Brandy Barrel Tables that seat 4-6 barstools (32)
- 1 large 3'x 7' Painted Barn door table that seat 8 bistro chairs.
- 8 barstools at the bar

We also have 8 folding tables that can seat 8 or be used for other purposes. They measure approximately 70"x 29" and two at 8'x 30".

## **SEATING:**

100 chairs- black metal and bistro style included in rental. Can be moved or arranged to your needs.

## BAR OPTIONS

*The Bar includes our Bartenders. We have several delicious imported, domestic and local options of wine, beer, champagne and non-alcoholic beverages. (Coke, Diet Coke, Sprite, Orange Juice and Bottled Water). You can select between Cash Bar or Open Bar typically, however we can create a package that suites your needs.*

### **CASH BAR:**

Guest can purchase their own beverages at our bar with card or cash.

### **OPEN BAR:**

\$13/person for over 80 people or \$15/person for 80 and under

-Includes unlimited House Wine & Champagne, select Beer, and non alcoholic beverages.

-You may upgrade for \$300 to top shelf wine and additional beer options.

-If you purchase Open Bar you can bring liquor with basic mixers and we will serve it for you.

-Gratuity is NOT included on Open Bar option.

*\*House Wine- Canyon Road: Moscato, Pinot Grigio, Sauvignon Blanc, Chardonnay, Rose, Merlot, Pinot Noir, Cabernet Sauvignon (Pick 2-4 for open bar)*

### **BYOB Option:**

- You can bring your own drinks entirely for \$350 and we will assist with serving them for you.

- You are responsible for coolers, ice, setting up your own bar area with this option.

*Creative Packaging is available- i.e. Drink tickets, limited bar tab coverage for guest, etc.*

**CATERING** is optional and entirely up to you. We currently do not have our own food available or a preferred caterer, but we can help with suggestions. We do have space for a company to set up.

## VENUE PRICING

*We are very accommodating and can customize packages to fit your needs. Our flexibility helps you create the package thats right for your event!*

**Monday-Wednesday:** \$100/hour before 5pm or \$1,000 for the evening (usually 5-10, flexible)

**Thursday:** \$100/hour before 5pm or \$1,100 for the evening (usually 5-10, flexible)

**Friday:** \$100/hour before 5pm or \$1,600 for the evening (usually 5-11, flexible)

**Saturday:** \$200/hour before 5pm or \$1,600 for the evening (usually 5-11, flexible)

**Sunday:** \$125/hour

+\$100 for each additional hour after 12am

**BY SIGNING CONTRACT YOU UNDERSTAND AND ARE AGREEING TO:**

- *No open flame without approval.*
- *No smoking or drug use on premise.*
- *No underage drinking or any illegal activity of any kind.*
- *Full responsibility for any missing property or damage, cost at owners discretion.*
- *Subject to an additional \$200 fee for excessive clean up needed, drunken or belligerent behavior towards staff, missing or damaged paintings/props.*
- *Venue rental insurance is optional.*
- *No refunds.*
- *15% bar gratuity will be added at the studio on cash bar option.*

**Payment Options:**

You can call 803-929-0709 to make payment over the phone with a manager,  
Come into the studio during our hours of operation, OR  
Provide your information below and return to [management@studio-cellar.com](mailto:management@studio-cellar.com)

**Card info is kept on file for event:**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount to Charge: \_\_\_\_\_ Deposit: Yes or No (circle one)

Signature: \_\_\_\_\_

Email for receipt: \_\_\_\_\_

\*Rental is not secured until deposit is received. Deposit will go toward the total.

**\*Payment is DUE 2 weeks before event. We have the right to not allow the rental if payment is not made in full at least 2 weeks before event. Full payment is contractually due 2 weeks before agreed rental date and is non-refundable/non-negotiable.**