**DISTIGUISHED DESIGNS AND MORE EVENT CENTER**

**RENTAL POLICIES AND PROCEDURES**

**11782 Highway 90**

**Little River, SC 29566**

**843-734-1656**

1. A NON-Refundable booking fee of $\_\_\_\_\_\_ must be paid before a date can be held.

2. Rental must be paid in full 4 weeks prior to rental date.

3. ALL rentals are to be finished by midnight (NO EXCEPTIONS). Any rental that is not properly finished by midnight will incur additional charges. Please know the listed end time on your paid receipt is the time your rental is over, and the facility must be cleaned within that time frame. \*

4. Renters are responsible for taking out their trash, sweeping, mopping, and properly putting away the tables and chairs.

**\*If the rental space is not cleaned and set back up to its original format within the rented time frame, there will be an additional charge of $200.**

Responsible Party Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_