Facility Information

- 4,000 sq. ft. oceanfront facility
- Features: large meeting/event room (27ft BY 59ft), bar area, spacious deck with direct access to the ocean
- The Renter must be a Shipyard Owner, sponsored by a Shipyard Owner or use a preferred vendor
- Rental agreement allows use of the entire facility for time designated as well as:
  - 120 white padded/resin folding chairs
  - 15 round 5-foot tables & 1 round 4-foot tables
  - 8 rectangular 6-foot tables & 3 card tables
  - Access to the kitchen, bar, restrooms and deck
  - USE OF THE GAZEBO ON THE DECK - NO ADHESIVE HOOKS OR STAPLES PERMITTED. ONLY FLORAL WIRE.
- **Does not include** any table or chair set up, tablecloths, décor, catering, etc.
- Persons renting the grill room are limited to the use of the designated area only and the kitchen and restrooms.
- Rental and cleaning fees are due upon booking. Security deposit is due 15 business days prior to the rental date.
- Mail money orders or certified checks to 10 Shipyard Drive, HHI, SC 29928 or drop off at the Welcome Center. Personal checks and **credit cards will not be accepted.**
- Check-in time must be arranged/scheduled with the Beach Club Coordinator two weeks PRIOR to arrival
- Day of, a Beach Club Attendant will be on-site AND will perform a pre-rental checklist. They will inform you of the check-out procedures. Shipyard Security - (843) 785-4776

Contact
beachclub@shipyardhhi.com
or 843.842.3507

Photo By Blanchard Photography
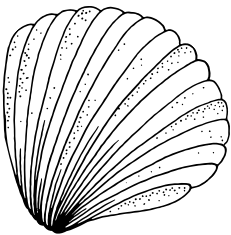

Photo By Photos by Ruthe

Photo By Charleston Elopement

SHIPYARD BEACH CLUB *Rules & Regulations*

Please be advised of the following rules and regulations regarding the Beach Club facility. Failure to do so may result in the forfeiture of your security deposit and or additional fees.

- Access to the kitchen (including a microwave, warming range, refrigerator, icemaker, two food prep tables, and a sink) is permitted during scheduled events.
- Use of the deck and deck furniture (5 square 4-foot tables & 20 chairs).
- The bar area can be used which has a full-service bar, eight bar stools, and four 4-top tables (bartender/server not included).
- Women's and Men's restrooms (2 regular stalls and 1 handicap stall in both).
- The use of the grill is an additional fee and MUST be arranged with the Beach Club Coordinator prior to the event date.
- Your event information list is due two (2) weeks prior to the event.
  - Please email the list with your rental date to the beachclub@shipyardhhi.com.
  - The list must include names of all commercial entities that will need access to the Beach Club for your function.
  - This includes the caterer, band, party planners, florists, etc.
- No tape, staples, nails, pins, or use any type of adhesive on the walls, fixtures, or any other part of the building. Double-sided tape (or any other type of adhesive) is strictly prohibited on the floor. Floral wiring and/or zip ties are permitted and encouraged.
- Candles of any type are prohibited (votives, tea lights, hurricane lamp, pillars, tapers, etc.). Battery operated candles are permitted.
- Open-flame items (tiki torches, sparklers, firecrackers) are also prohibited. No additional lights are permitted on the deck due to town regulations. The gazebo is pre-lit.
- Smoking is strictly prohibited throughout the inside of the facility. Smoking is only permitted in the designated area off the rear deck. Please use the ashtrays provided. Do not throw cigarette butts over the deck railing.
- Ask the Beach Club Coordinator for assistance with operating the HVAC, television, satellite, or remote controls. Do not attempt to operate them.
- Throwing of any type of confetti or use of bubbles on the premises (including the deck and outside entrance area is prohibited). Birdseed or fresh flower petals are permitted, but must be swept up after the event.
- The renter is responsible for bagging and disposing of personal refuse. Please double bag food and liquids. It is the renter's responsibility to provide heavy-duty garbage bags for their event.
- The renter is responsible for setting up all tables and chairs. Shipyard Beach Club staff does not provide any set up or break down.
- It is the renter's responsibility to remove all personal belongings from the facility within the contracted time period. There are no exceptions due to potential scheduling conflicts for other events. The Shipyard POA will not be held responsible for any personal belongings that are left behind.
- It is also the renter's responsibility to ensure that all outside items/services are removed from the Beach Club at the end of the event. Please make arrangements with the rental company to provide a pick-up service at the conclusion of the event. If this is not possible, it is the renter's responsibility to remove all items or to contact the Beach Club Coordinator for other alternatives prior to the event. Failure to plan for such may result in the forfeiture of your security deposit.
- No amplifiers, speakers, or radios are permitted on the deck. Bands must play inside of the facility only. Only string instruments are permitted on the deck. Soft music for the duration of a ceremony on the deck is also allowed.
- From May 1st to October 31st all outdoor lights must be turned off by 10:00pm. All outdoor music must be turned off by 10:00pm. Absolutely NO exceptions.

- Once the date for the event has been agreed upon, Shipyard POA will place a temporary hold on that date for three (3) business days. In order to secure the date, the rental fee and cleaning fee must be received. The renter must bring cash, a cashier's check or a money order to the Welcome Center at 10 Shipyard Drive, Hilton Head Island, SC 29928. The fees may also be mailed to the above address. The renter may bring fees & deposits to the Welcome Center. Personal checks will only be accepted from Shipyard Owners. Credit Cards are not accepted.
- The security deposit is required at least two (2) weeks before your event. Please pay these fees via separate checks or forms of payment. The security deposit may be mailed or brought to the Welcome Center.
- Your event information list is due two (2) weeks prior to the event. You may bring your list to the Welcome Center, fax it to (843)842-3956, or email it to beachclub@shipyardhhi.com. The renter's name and event date must be displayed on the event information list.

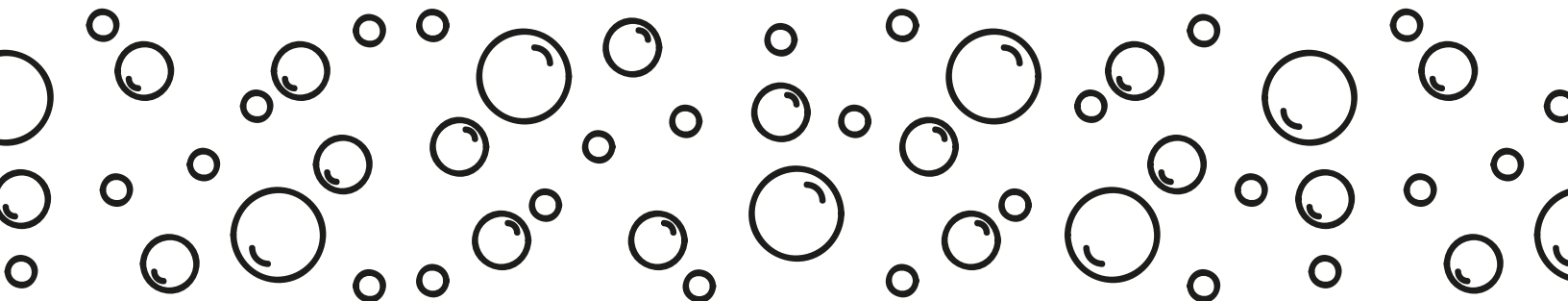## *Cancellation Policy*

For OWNER EVENTS

- Cancellations made **90 days or more** before the event will result in a full reimbursement of any fees paid to Shipyard POA.
- Cancellations made **between 89 days and 45 days**, before the event will result in a 50% refund.
- Any cancellations made **less than 45 days** before the event will not receive a refund.

*Any prepaid cleaning fees and security deposits are fully refundable for cancelled events.

For COMMERCIAL and SPONSORED EVENTS

- Cancellations made **90 days or more** before the event will result in a full reimbursement of any fees paid to Shipyard POA.
- Cancellations made **between 89 days and 60 days** before the event will result in a 50% refund.
- Any cancellations made **less than 60 days** before the event not receive a refund.

Cancellation policy with preferred vendor supersede SPOA's policy.

*Any prepaid cleaning fees and security deposits are fully refundable for cancelled events.

(Updated 09/10/2023)