

The Gala by JW, LLC

Located at: 533 Clemson Road

Mailing Address: 533 Clemson Road, Columbia, SC 29229

(803) 724-4662– thegalabyjw@yahoo.com

General Policies and Procedures

Renter is responsible for setup and breakdown of tables and chairs unless paid for as an add-on service.

Setup and Breakdown time IS INCLUDED in your rental start and end time. The Gala by JW does not allow for early setup. Additional hours are available to be purchased if needed and based on availability.

No refund of the rental fee will be given once paid to secure your date.

Credit Card payments will be subject to a 3% convenience fee.

A Richland County Officer along with one of our licensed bartenders will be required for all events serving alcohol. Renter is responsible for this cost.

Events run independently. Items are not allowed to be brought in prior to or left after your event.

A 25% **Nonrefundable** booking deposit along with a signed rental agreement is required to reserve your date. This amount is deducted from your balance.

A refundable damage/cleanup waiver is required by event date. This amount is not included in the price of the building rental.

*(Kennedy Ballroom \$500 / Robinson Room \$250)

The Gala by JW welcomes outside Catering with proof of all required documentation to include licensing and insurance