GOOSE CREEK CITY COUNCIL WORKSHOP
TUESDAY, MAY 26, 2026 • REGULAR MEETING AT 5:30PM
Fire Station I, Training Room, 201 Button Hall Boulevard

I. CALL TO ORDER

II. BUSINESS ITEM(S)

a. DISCUSSION OF RENTAL FEES FOR THE ASSEMBLY (DISCUSSION ITEM ONLY)

b. ANNEXATION METHODS AND PROCEDURES - (DISCUSSION ITEM ONLY)

III. ADJOURN

Request for City Council Agenda Item

To: Mayor and City Council

From: Crystal Reed, Director of Recreation

Please check one box

☐ Regular Meeting ☐ Special Meeting

☑ Work Session

Please check one box, if applicable

☐ Ordinance ☐ Resolution ☐ Proclamation ☐ Request to Purchase

Ordinance/Resolution Title
DISCUSSION OF RENTAL FEES FOR THE ASSEMBLY (DISCUSSION ITEM ONLY)
Background Summary
Financial Impact
Approved rental fees will provide revenue to help off-set the cost of operations.
Impact if denied
It will delay the advertising and booking of The Assembly.
Impact if approved
We can move forward with promoting the Assembly rental guide.

Department Head: City Administrator:

_____ _____

Signature & Date *Signature & Date*


THE
ASSEMBLY
AT GOOSE CREEK

Facility Policies & Rental Terms

Reservation & Payment Policy:

- The Renter needs to provide a **$1,000 refundable security deposit** at the time of reservation.
- Security deposits will be returned within 30 business days following the event, provided no damages, policy violations, or additional cleaning beyond normal use, including excessive trash, spills, or failure to return the space to it's original condition.
- The security deposit may be partially or fully forfeited, including but not limited to, the following:
  - Failure of catering staff to properly clean and restore the kitchen
  - Use of prohibited materials such as glitter, confetti, tape, or other unapproved décor
  - Activation of a false fire alarm
  - Occupying the facility beyond the contracted end time of 11:00 PM.
  - Any damage or policy violations

- Full rental balance and security deposit are due 30 days prior to event. Reservations are not cosidered confirmed until all required payments are received.
- Accepted forms of payment include credit card (a **3% processing fee** will apply), certified check, or cash. Personal checks will not be accepted.

General Condition & Damages to the Facility:

- The Renter agrees to leave The Assembly premises, including all surrounding areas, in a clean and safe condition.
- The Renter is responsible for any damage, loss, or breakage to the facility, including but not limited to equipment, furnishings, and fixtures, occurring during the rental period.
- The Renter agrees to pay in full for any repairs, replacement, or cleaning costs resulting from such damage.

Facility Policies & Rental Terms

Alcohol Policy:

- Must be approved
- No service to minors/intoxicated persons
- Must use licensed vendor
- Proof of proper licensing and liability insurance must be provided prior to the event.

Decoration Guidelines:

- All decorations must be approved in advance by the City's event coordinator.
- The use of chemicals, paints, toxic materials, tape, pushpins, glue, or any adhesive materials is strictly prohibited on all surfaces, including tables, walls, floors, doors, and any interior or exterior areas of The Assembly.
- For weddings, receptions, and parties, the use of rice, confetti, glitter, sequins, jewels, birdseed, or similar materials is not permitted.
- Open flames are strictly prohibited. This includes, but is not limited to, candles, sparklers, and fireworks.

Tables and Chairs Layout Policy:

- This policy applies only to events renting tables and chairs from the City of Goose Creek. The City will set up The Assembly event space according to the layout provided by the event planner.
- The final layout must be submitted for approval at least 30 days prior to the event date.
- Any changes requested to the approved layout within 10 days of the event date will be subject to a $250 layout modification fee.

Facility Policies & Rental Terms

Outdoor Furniture Policy:

- Furniture located within the patio space must not be moved, rearranged, or removed by the Renter or their guests.
- Any requested adjustments to outdoor furniture must be included in the approved event layout plan in advance. This policy helps prevent damage and ensures the space remains properly maintained for all users.
- Requests for changes to the approved layout made within 10 days of the event date will be subject to a $250 modification fee.
- The City reserves the right to deny last-minute changes or restore furniture to its original placement if moved without approval.



Cancellation and Termination Policy:

- All cancellation requests must be submitted in writing to The Assembly Event Space Coordinator.
- Cancellations are subject to the following terms:
- Cancellations made more than 180 days prior to the event date: All payments made, including the security deposit, will be refunded.
- Cancellations made within 90 days of the event date: All payments made, including the security deposit and any payments toward the rental balance, are non-refundable.
- In the event the City of Goose Creek is unable to fulfill this Agreement due to circumstances beyond its control, including but not limited to severe weather, natural disasters, public health emergencies, or other unforeseen events (“Acts of God”), the City reserves the right to cancel or reschedule the event. In such cases, the Renter will be offered a rescheduled date or a refund of payments made, less any expenses already incurred by the City.
- The City of Goose Creek reserves the right to terminate this Agreement upon any failure by the Renter to comply with the terms and conditions outlined herein.

Facility Policies & Rental Terms

Liability & Event Insurance Policy:

- Event insurance is required for all rentals. Renters must obtain coverage through the Tenant Users Liability Insurance Program (TULIP) or provide a valid certificate of liability insurance that meets the City's requirements. TULIP coverage is available for third-party users who do not have their own liability insurance.
- The City of Goose Creek and The Assembly are not responsible for cancellations, interruptions, or damages resulting from events beyond the City's control. These events may include, but are not limited to: acts of God (such as severe weather or natural disasters), public health-related closures or restrictions, illness or injury affecting the Renter or guests, utility failures or power outages, government orders or emergency declarations, or any other unforeseen circumstances.
- The Renter assumes all risk associated with the event and agrees to indemnify and hold harmless the City of Goose Creek, its officials, employees, and agents from any claims, damages, or liabilities arising from the use of the facility.



Security:

- The City of Goose Creek does not provide on-site security for events.
- Depending on the nature of the event, security personnel may be required at the Renter's expense.
- If deemed necessary by the City, the Renter will be notified in advance of any security requirements and associated costs.
- If the Renter chooses not to proceed with the event due to required security, the security deposit will be refunded in full and this Agreement shall be considered null and void. Provided the event has not already occurred and no services have been rendered.

THE ASSEMBLY EVENT SPACE PRICING:

150 guest capacity (seated-approximately)
Full Assembly rental includes indoor and outdoor spaces with no maximum capacity.
Refundable Security Deposit - $1,000 due at time of rental
Event Timing: Events must end by 10:30 PM
Facility closes by 11:00 PM

Peak Season
March - June & September - November

Day	Resident	Non-Resident
Monday-Thursday (10 hrs)	$4,200	$5,000
Friday	$6,500	$7,500
Saturday	$7,500	$8,500
Sunday	$5,500	$6,300

Non-Peak Season
January-February & July-August

Day	Resident	Non-Resident
Monday-Thursday (10 hrs)	$3,200	$3,800
Friday	$5,200	$6,000
Saturday	$5,800	$6,800
Sunday	$4,200	$5,000

RENTAL DETAILS

Rental Hours:

- 10 hour rental window (Mon-Thurs)
- 12 hour rental window (Friday-Sun)

What does the rental include?

- On-site city staff
- Post-event cleaning
- Indoor & outdoor access
- Kitchen Access and use

Optional Add-Ons:

- Tables and chairs (up to 150 guests) **$500 flat fee**

Board Room Rates

Smaller Meetings - Capacity Pending
Refundable Security Deposit: $100 due at time of rental

Building Access	Weekday Rates
Half-Day Meeting Package (4 hours)	$250
Full-Day Meeting Package (8am-5pm)	$500
Before/After Hours	$75/hour
Kitchen Add-On	$100

THE ASSEMBLY
AT GOOSE CREEK

Venue	Size/Capacity	Weekday Rate	Weekend/Saturday	Included Amenities
Trinity Hall	4,891 sq ft 18ft ceilings 175 Guest seated	Low Season: $3500 High Season: $4500	Low Season: $5500 High Season: $6500	10 hour rental (More available) Catering Kitchen, Parking, Hospitality Manager
The Assembly	3577 sq ft/144 seated	Resident Pricing Low Season: $1500 High Season: $1800	Resident Pricing Low Season: $3000 High Season: $3600	Kitchen, 2 Suites, Porch, Parking and Hospitality Manager
The Assembly		Non Resident Pricing Low Season: $1900 High Season: $2200	Non Resident Pricing Low Season: $3500 High Season: 4100	Non-Profit Weekday: $1200 Saturday: $2880
701 Whaley (Market Room)	3,750 sq ft/150 seated	Thur,Fri, Sun: $2700 Mon, Tue, Wed: $1600	$3,800 Saturdays	(10) 60" Round 100 Black Folding Chairs
Cypress Hall	3,700 sq ft	Low Season: $1100 High Season: $1400	Low Season: $1300 High Season: $1600	Tables, chairs, kitchen, porch (Wannamaker Park)
Conference Center of Lexington	3,500 sq ft/250 max seated	Residents: $782 Non-Residents: $1322.04	Same	700 Lumen Projector 10'screens catering kitchen use of chairs and tables
		Non-Profit: $391.24 Prices have not been updated since 2025	Same	

THE ASSEMBLY AT GOOSE CREEK

The Assembly Rental Contract

This Facility Rental Agreement ("Agreement") is entered into between the **City of Goose Creek** ("City"), owner and operator of The Assembly, and the Renter for the use of the facility described below. By signing this Agreement, both parties agree to the terms and conditions herein, including rental period, fees, security deposit, insurance requirements, permitted uses, capacity limits, damage responsibility, cancellation policy, and any additional conditions. This Agreement is binding upon approval by the City and execution by both parties.

Requested Space

The Assembly Event Space

Spaces to be used: The area subject to this Agreement is located at The Assembly at 519 N. Goose Creek Blvd. Building A. Goose Creek, SC 29445. Renter specifically requests to use the following space(s) at The Assembly for the event specified above:

☐ The Assembly Venue Space
☐ Kitchen
☐ Patio
☐ Suite A
☐ Board Room
☐ Suite B

This Agreement allows Renter to use The Assembly property indicated above for the date(s).

Event Date(s)

Additional Date if Applicable:

Date of the event (mm/dd/yyyy).

Event Start Time

Event End Time

Expected Attendance

Estimated number of attendees. Used to confirm capacity and staffing requirements.

Type of Event
⦿ Wedding ○ Reception ○ Conference ○ Party ○ Meeting ○ Concert ○ Photo/Film Shoot
○

Select the category that best describes the event. If Other, please specify in Additional Details.

Equipment / Amenities Provided by Venue
☐ Tables ☐ Chairs ☐ Sound System ☐ Kitchen Access ☐ Parking ☐ None
☐

Select items the venue will provide. You may add other items if needed.

1.1 Security Deposit - The Renter shall provide a **$1,000 security deposit** at the time of reservation.

The deposit will be refunded within **30 business days** following the event, provided no damages, policy violations, or additional cleaning beyond normal use, including excessive trash, spills, pr failure to return the space to its original condition.

The Renter is responsible for the actions and conduct of all guests, vendors, and participants.

The security deposit may be **partially or fully forfeited**, including but not limited to, the following:

- Failure of catering staff to properly clean and restore the kitchen
- Use of prohibited materials such as glitter, confetti, tape, or other unapproved décor
- Activation of a false fire alarm
- Occupying the facility beyond the contracted end time of 11:00 PM.
- Any damage or policy violations

Security Deposit($)

Security or damage deposit amount, if applicable. Enter 0 if none.

2.1 Cost and Payments - Based on the scheduled use of The Assembly, a **$1,000 security deposit** is required in full to reserve the event date.

Full payment of all rental fees is due **thirty (30) days prior** to the event date. Reservations are not considered confirmed until all required payments are received.

Accepted forms of payment include credit card (a **3% processing fee** will apply), certified check, or cash. Personal checks will not be accepted.

Rental Fee ($)

Total rental fee in US dollars. This field records the agreed fee but does not collect payment information.

3.1 General Condition & Damages to the Facility: The Renter agrees to leave The Assembly premises, including all surrounding areas, in a clean and safe condition.

The Renter is responsible for any damage, loss, or breakage to the facility, including but not limited to

equipment, furnishings, and fixtures, occurring during the rental period.

The Renter agrees to pay in full for any repairs, replacement, or cleaning costs resulting from such damage.

4.1 Alcohol Policy (If Applicable) -

- Must be approved
- No service to minors/intoxicated persons
- Must use licensed vendor
- Proof of proper licensing and liability insurance must be provided prior to the event.

By signing this Agreement, the Renter agrees to indemnify, defend, and hold harmless the **City of Goose Creek**, The Assembly, and the **South Carolina Department of Agriculture (SCDA)**, including their officials, officers, employees, and agents, from any and all damages, costs, or expenses, including reasonable attorney's fees, arising from the service or consumption of alcoholic beverages by the Renter, their guests, vendors, or participants.

5.1 Compliance - The Renter agrees to comply with all **City of Goose Creek** rules, regulations, and policies, including those applicable to The Assembly. Copies of applicable policies will be made available upon request.

The Renter further agrees to adhere to all facility-specific rules and requirements, including The Assembly's alcohol policies, as well as all applicable federal, state, and local laws, ordinances, and regulations.

6.1 Decorations -

- All decorations must be **approved in advance** by the City's event coordinator.
- The use of chemicals, paints, toxic materials, tape, pushpins, glue, or any adhesive materials is strictly prohibited on all surfaces, including tables, walls, floors, doors, and any interior or exterior areas of The Assembly.
- For weddings, receptions, and parties, the use of rice, confetti, glitter, sequins, jewels, birdseed, or similar materials is not permitted.
- Open flames are strictly prohibited. This includes, but is not limited to, candles, sparklers, and fireworks.

7.1 Tables and Chairs layout Policy - Tables and Chairs Layout Policy:
This policy applies only to events renting tables and chairs from the City of Goose Creek. The City will set up The Assembly event space according to the layout provided by the event planner. The final layout must be submitted for approval at least 30 days prior to the event date. Any changes requested to the approved layout within **10 days of the event date** will be subject to a **$250 layout modification fee.**

7.2 Outdoor Furniture Policy - Furniture located within the patio space must not be moved, rearranged, or removed by the Renter or their guests.

Any requested adjustments to outdoor furniture must be included in the approved event layout plan in advance. This policy helps prevent damage and ensures the space remains properly maintained for all

users.

Requests for changes to the approved layout made within **10 days of the event date** will be subject to a **$250 modification fee**.

The City reserves the right to deny last-minute changes or restore furniture to its original placement if moved without approval.

8.1 Cancellation and Termination Policy -All cancellation requests must be submitted in writing to The Assembly Event Space Coordinator.

Cancellations are subject to the following terms:

- **Cancellations made more than 180 days prior to the event date:** All payments made, including the security deposit, will be refunded.
- **Cancellations made within 90 days of the event date:** All payments made, including the security deposit and any payments toward the rental balance, are non-refundable.

In the event the City of Goose Creek is unable to fulfill this Agreement due to circumstances beyond its control, including but not limited to severe weather, natural disasters, public health emergencies, or other unforeseen events (“Acts of God”), the City reserves the right to cancel or reschedule the event. In such cases, the Renter will be offered a rescheduled date or a refund of payments made, less any expenses already incurred by the City.

The City of Goose Creek reserves the right to terminate this Agreement upon any failure by the Renter to comply with the terms and conditions outlined herein.

9.1 Liability & Event Insurance Policy - Event insurance is **required** for all rentals. Renters must obtain coverage through the **Tenant Users Liability Insurance Program (TULIP)** or provide a valid certificate of liability insurance that meets the City’s requirements. TULIP coverage is available for third-party users who do not have their own liability insurance.

The **City of Goose Creek** and The Assembly are not responsible for cancellations, interruptions, or damages resulting from events beyond the City’s control. These events may include, but are not limited to: acts of God (such as severe weather or natural disasters), public health-related closures or restrictions, illness or injury affecting the Renter or guests, utility failures or power outages, government orders or emergency declarations, or any other unforeseen circumstances.

The Renter assumes all risk associated with the event and agrees to indemnify and hold harmless the City of Goose Creek, its officials, employees, and agents from any claims, damages, or liabilities arising from the use of the facility.

10.1 Security - The City of Goose Creek does not provide on-site security for events.

Depending on the nature of the event, security personnel may be required at the Renter’s expense. If deemed necessary by the City, the Renter will be notified in advance of any security requirements and associated costs.

If the Renter chooses not to proceed with the event due to required security, the security deposit will be refunded in full and this Agreement shall be considered null and void. Provided the event has not already occurred and no services have been rendered.

11.1 Indemnification - In consideration for the use of The Assembly and its facilities, the Renter agrees to indemnify and hold harmless the **City of Goose Creek**, The Assembly, and the **South Carolina Department of Agriculture (SCDA)**, including their officials, officers, employees, agents, and representatives, from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney's fees.

The Renter further agrees that the City of Goose Creek, The Assembly, and SCDA shall not be held responsible for any accident, injury, loss, or damage to persons or property arising out of or in any way connected with the Renter's use of the facility.

This includes, but is not limited to, claims arising from the actions of the Renter, their guests, vendors, or participants.

Renter Name

	Z
First	Last

Full legal name of the individual or organization renting the venue.

Renter Email

Email address used to send the signed agreement and event communications.

Renter Phone

Optional contact phone number for the renter or primary contact person.

The Assembly Event Space Coordinator Email

Email address used to send the signed agreement and venue communications.

The Assembly Event Space Coordinator Phone Number

Optional contact phone number for the venue owner or manager.

☐ **Renter Acknowledgement**
Renter must check to confirm they have read and agree to the terms in this agreement.

☐ **The Assembly Event Space Coordinator Acknowledgement**
Venue owner/manager must check to confirm they have read and agree to the terms in this agreement.

Signatures

Renter Signature

Electronic signature of the renter or authorized representative.

Renter Signature Date

Date the renter signs this agreement (mm/dd/yyyy).

The Assembly Event Space Coordinator Signature

Electronic signature of the venue owner or authorized manager.

The Assembly Event Coordinator Date

Date the venue owner/manager signs this agreement (mm/dd/yyyy).

Final Initials Renter **The Assembly Event Space Coordinator Initials**

Each party should enter their initials here as a final acknowledgement at the bottom of the agreement. This creates a clear dedicated space for initials on the printed or electronic copy.

Attachments (e.g., Floor Plans, Vendor Contracts, Insurance Certificate)
Optional: upload relevant attachments (max 20 MB).

Request for City Council Agenda Item

To: MAYOR AND CITY COUNCIL

From: REAGAN OSBON, SPECIAL PROJECTS MANAGER

Please check one box

☐ Regular Meeting ☐ Special Meeting

☑ Work Session

Please check one box, if applicable

☐ Ordinance ☑ Resolution ☐ Proclamation ☐ Request to Purchase

Ordinance/Resolution Title

ANNEXATION METHODS AND PROCEDURES - (DISCUSSION ITEM ONLY)

Background Summary

Currently, the City requires all new water service customers to complete an annexation petition, granting permission to the City to annex in the parcel once it is contiguous. Upon further review of the policy, it only carries with the property owner as long as they own the property (that petition is no long valid if the property is sold or changes names).

City staff proposes requiring new water service customers to complete a Declaration of Annexation Covenant ("Annexation Covenant"), an agreement to be recorded with the deed of the property at the Berkeley County Register of Deeds. The Annexation Covenant will be applicable to any subsequent property owners, so that the City may initiate an annexation when contiguous and when to the City's benefit.

The proposed policy would apply when any new account customer requests water service.

The covenant is allowable under the City's current ordinance, but would require approval of a resolution to begin utilization of the covenant.

Staff recommends approval of the resolution at the June 9, 2026 City Council Meeting.

Financial Impact

Impact if denied

Impact if approved

Department Head: City Administrator:

_____	_____
Signature & Date	*Signature & Date*