



About the Livery Stable

The Livery Stable is conveniently located just off the Square on historic Trinity Street. The original stable building on the site was built in the mid-1840's, and was rebuilt in the 1870's after a fire destroyed much of downtown Abbeville. It was used as a livery stable and dry goods warehouse prior to being renovated by the City of Abbeville into a multi-use events facility.

The interior of the Livery Stable is approximately 58 ft. x 100 ft. (5,800 sq. ft.). The entire inside space of the Livery Stable is included in the rental. The space can accommodate up to 500 people standing, or 300 sitting. The space is ideal for reunions, wedding rehearsals or receptions, birthday and graduation parties, dances, etc. The building's address is 118 Trinity Street.

Restrooms

Permanent restroom facilities are available and will be located in the parking lot at the rear of the Livery Stable.

Parking

Parking is available behind the Livery Stable in the public parking lot and also along Trinity Street. If additional parking is needed, there are additional public parking lots on North Main Street, Church Street, and behind the Opera House and Court House. No parking spaces will be reserved for any event. Parking is on a first come, first serve basis.

Decorations

Inside decorations will be limited to free standing or tabletop items only. No decorations may be attached to the front or back exterior of the building.

Lighting and Use of Electricity

The space is lighted, and electrical outlets are available for musicians, projector equipment, etc. On the inside, additional lighting may be added upon approval. Candles may be used for lighting, but must be inside a holder. **No open flames are permitted.** Portable heaters and fans may also be used provided they are safe. Electrical cords must be properly secured to the floor to prevent tripping.

Equipment Rental, Catering

The City of Abbeville does not provide any equipment. Any chairs, tables, linens, etc. that are needed must be provided by the renter. Also, there are **no kitchen facilities** inside the Livery Stable. Caterers must prepare the food off-site.

Cancellations

If notice is given one (1) month or more in advance, the rental fee is 100% refundable. If notice is given less than one (1) month in advance, 100% of the fee will be forfeited.

Alcohol

Alcohol is permitted at private functions in the Livery Stable. Any function that charges admission may permit alcohol, but security must be provided. No alcohol is allowed at functions that are free admission and open to the general public. City ordinance does not allow the public consumption of alcohol on city streets, so guests with alcohol must stay in the building. Any event with alcohol is required to have insurance coverage.

Availability

The City of Abbeville along with other organizations such as the Greater Abbeville Chamber of Commerce uses the Livery Stable for special events and festivals. Therefore, please check with both organizations before making your reservation. City-sponsored events will receive priority.

Hours of Use

The earliest the Livery Stable may be rented is 8:00 a.m. Events may last until 11:30 p.m., and everything must be removed and cleaned up by 1:00 am. If there are no events scheduled for the day before or after your event, the set-up and clean-up times can be extended to those days upon approval of City officials.

Set-up/Clean-up

One hour of set-up time and one hour of clean-up time are included with the reservation for partial day rentals. All areas of the Livery Stable must be cleaned the day of the event at its conclusion. Please bag all garbage. It may be disposed in the commercial dumpster located behind the Livery Stable in the public parking lot. **A \$50.00 refundable deposit is required for all rentals.** The deposit is returned to the renter if the stable is left in a clean condition.

Damages

The City of Abbeville will charge the Renter reimbursement costs for any damages to the Livery Stable. **The Renter is obligated to report any damages.** Any charges in excess of the rental amount paid will be billed and become payable immediately upon receipt of the invoice.

Commercial Vendors

A City business license is required for all commercial vendors using the Livery Stable. If a vendor does not have a business license, they must obtain one at City Hall. If this is the only event the vendor has within City limits, the vendor may purchase a one-time special event permit.

Rental Rates

Weekday Rates (Sunday - Thursday)	3 hour \$50	5 hour \$80	Full day \$150
Weekend Rates (Friday and Saturday)	3 hour \$100	5 hour \$160	Full day \$300

Insurance

Renters using the Livery Stable for private events are encouraged to obtain their own liability insurance in order to protect yourself against and potential legal action. The City's liability policy protects the City but not the renter. The City at its discretion can require a renter to obtain liability insurance.

TULIP Insurance Program

As a service, the City of Abbeville offers Tenant User Liability Insurance through the TULIP program (Tenant User Liability Insurance Program). This program allows the user of the facility to secure cost effective liability insurance that provides protection for you beyond what is covered by the City's general liability insurance.

How Do I Obtain the Insurance?

- Step 1: Log on to www.ebi-ins.com/tulip
- Step 2: Enter Abbeville's Entity ID-Code: 0501-643
- Step 3: Select the type of "Event" or "Activity" from the drop down window.
- Step 4: Answer the Yes or No questions that follow such as:

Have you held this event before?
If yes, were there any losses or claims?
Will there be armed private security at this event?

- Step 5: Select the Event date or dates on the calendar by clicking on the day of the event (if multiple regularly scheduled dates, select all of these.)
- Step 6: At this point you are able to receive a quick quote by clicking on:

"Get your premium now with Quick Quote"
- Step 7: If you would like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information* and coverage is automatically bound.
- Step 8: A Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact Entertainment Brokers International at 1-800-507-8414.

All other questions should be addressed to City Hall staff at 864-459-5017.

**City of Abbeville
Livery Stable**

HOLD HARMLESS AGREEMENT

I, the undersigned applicant as representative of group or body making reservation, for and in consideration of the benefit to be derived by participation in the activity at a City of Abbeville facility, do hereby release and forever discharge the City of Abbeville, its agents, servants, representatives, staff, from and against any and all liability and responsibility for any injury, illness or sickness which may result from participation in sponsored event; and do hereby further agree to indemnify and hold harmless the City of Abbeville, its agents, servants and employees from any and all liability in such regard.

Print Name _____

Signature _____

Date _____

Witness _____

Date _____