



SpiritLine Cruises & Events

SPIRIT OF CHARLESTON (SOC)

Event Q&A

Charter Rate: Your charter rental fee includes an experienced event coordinator to work with you on details leading up to your event. The rate also includes a captain, cruise director, crew, tables and chairs. No fuel surcharge or docking fees are required. Additional hours of charter time may only be negotiated with SpiritLine Cruises & Events group sales persons, prior to departure on the cruise.

Sunday – Thursday = \$2,000

Friday – Saturday = \$3,000

Three hour charter of which 30 minutes is reserved for boarding.

Deposits: Reservations are only confirmed with 50% of the charter rental fee, along with a signed contract. If booking within 90 days of your event date the full charter rental fee is due.

The 50% balance of the charter rental fee is due no later than 90 days prior to your event date.

Linens - White lap length table linens and black napkins (if applicable) can be provided by SpiritLine Cruises & Events for a flat rate of \$50.00.

Tables & Chairs - Our boats use a mixture of 6 and 8 foot banquet tables depending on the headcount and menu you have chosen with your caterer. SpiritLine Cruises & Events will also provide outdoor square cocktail tables for the upper "open air" deck (no linen required). Your event coordinator will provide a floor plan for your event approximately 7 - 10 days from the event date. SpiritLine Cruises & Events crew executes the floor plan setup.

Guest Guarantee: Capacity on the SOC is for 40 to 175 guests. SpiritLine Cruises & Events must have a final guest headcount 14 days prior to event date. Please note that SpiritLine Cruises & Events will follow the CDC guidelines with regards to capacity and gatherings which can and will greatly alter these numbers.

Cancellations: Reservations are only confirmed upon receipt of deposit. Deposits are 100% refundable with written notice of cancellation 90 days prior to event. Absent such notice, patron forfeits entire deposit in the event of cancellation.

Damage: Patron will be responsible for any damage or loss to the vessel, or any other property of SpiritLine Cruises & Events, due to the activities, negligence, or recklessness of patron or its guests. At his discretion, the Captain has the authority to terminate the charter if he feels the behavior of any guest is detrimental to the safety of his passengers or crew.

Weather: Vessels run rain or shine. We do not cancel, refund or reschedule for inclement weather. If the captain deems the weather unsafe to cruise we may choose to remain dockside. Any refund issued would be at the discretion of the sales department. If the event must be cancelled completely because of dangerous weather, a full refund or reschedule will be offered.

Location of Downtown Aquarium Wharf Dock: If chartering from Downtown Aquarium Wharf the SOC will be dockside at 360 Concord Street. The dock is located to the left of the South Carolina Aquarium. Your guests will board to the lower deck in the rear of the boat. Please know there are no public restrooms dockside at Aquarium Wharf.

Boarding: Please communicate to your group to not arrive earlier than your boarding time as they will not be able to access the boat.

Payment Schedule:

Initial Deposit: 50% of charter rental rate along with signed contract

Remaining Charter Rental Rate: Due 90 days prior to event date

Caterer, Bar Package and Event Details: Due 30 days prior to event date

Guaranteed headcount: Due 14 days prior to event date

Balance of contract: Due 14 days prior to event date

Linen charge: Due 14 days prior to event date

Floorplan: A floorplan will be provided to you for review approximately 7-10 days prior to event date

Bar: SpiritLine Cruises & Events maintains all bar privileges. Bar includes professional bartender(s) and bar back(s), all standard mixers, juices, soft drinks, bar fruit, and beverage napkins. Last call is 15 minutes before return time. Nonalcoholic events are permitted but iced tea and soft drinks are charged a per person rate. Cash bar events guests will have to pay for iced tea and soda drinks. Payment is due fourteen days (14) prior to event date.

Seating Based on Food Style of Service:

Maximum headcount catering can accommodate:

Plated meal: 48 guests max on upper deck (not climate controlled)/100 guests max on lower deck

Buffet: 48 guests max on upper deck (not climate controlled)/80 guests max on lower deck

Food Stations: Determined by the menu chosen

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Tax and Gratuity: All bar purchases are subject to 21% gratuity and appropriate local and state sales tax.

Access to Vessel on Day of Event: Our boats run a full tour schedule during the day and we will not alter that schedule for evening events. Outside vendors will have access to the boat approximately one (1) hour prior to your event boarding time. Ideally you want anything being brought on the boat to be a "drop and go" item.

AV (Media): For PowerPoint presentations or photo slide shows to be shown on our TVs the client must bring in their own operating device (laptop) with an HDMI cord. When using a flash drive for logo or photo slide show the graphic design specifications are JPEG, 150 dpi, size is 2400x1350. You will need to provide individual flash drives for each TV on the boat. We require the graphics five (5) business days before event date. It is highly recommended that client test flash drive before event date to insure compatibility.

Microphones: SOC is equipped with a cordless microphone that can be used on all decks.

Entertainment: SOC is equipped with a port that you may use to provide your own playlist with a device (phone or iPod). iPhone7 or higher will need a specific adapter that must be provided by you. We will provide a sound mixer that a professional DJ or band can plug into and be heard throughout the boat.

Accessibility for the Disabled: If you have guests that require handicap access please communicate to your event coordinator when booking your event. Extreme high or low tides can and will affect accessibility.

Patriots Point: All decks accessible
Aquarium Wharf: All decks accessible

Parking:

Patriots Point – 40 Patriots Point Road (large parking lot in front of USS Yorktown). Guests pay for surface parking at guardhouse (cash and credit card accepted).

Aquarium Wharf – 24 Calhoun Street (corner of Calhoun and Concord). Guests pay for garage parking.

Buses:

Patriots Point offers free bus parking.
Aquarium Wharf will require permitting directly from the City of Charleston.

Smoking: Smoking is only permitted on exterior decks. We allow ashcans on these decks only. There is no smoking permitted on dining decks.

On Site Contact: We require that the client designate a primary contact to be responsible during the event. The contact will maintain the client's agenda and will also serve in the capacity of decision maker on behalf of the client. This includes dealing with all outside vendors and cruise director during event.

Wedding Information: Please know we offer no rehearsal space. All vessels have a restroom that will accommodate the bride/groom. Bride/Groom, as well as your wedding party, will have access 30 minutes prior to boarding time.

The boat will not be available for leisurely prep time. We recommend you do all prep prior to arrival and only plan to do last minute things while onboard. The staff will not be available to assist.

Wedding Planner/Coordination: SpiritLine Cruises & Events requires at a minimum, a “day of” licensed wedding planner to be contracted by the lessee of the property. This Event planner, coordinator, and/or consultant must be hired by the client as a vendor service. This should not be a guest, friend, or family member. SpiritLine Cruises & Events must approve, in its sole discretion, the Event Planner at least 30 days prior to the contracted event date. SpiritLine Cruises & Events reserves the right to deny access of any vendor or company that is not currently in good standing with the property.

Any outside vendors that are hired need to be communicated to your event coordinator so that vendors can understand the limitations around set up. Site visits must be scheduled through the event coordinator. Any items brought in on your wedding day must be removed by you (floral, gifts etc).

Wedding Ceremony Seating: 30 guests seated, 70 guests standing

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Décor: SpiritLine Cruises & Events does not allow the use of open flame, bird seed, fireworks, sparklers, confetti, or loose sand onboard or at the dock. We recommend the use of LED candles or glow sticks for send offs.

Children: To ensure the safety of children aboard SpiritLine Cruises & Events they must be attended at all times. Please know we only have a limited amount of high chairs onboard our vessels due to space/storage.