



822 West Liberty, Sumter, South Carolina 29151  
1-800-688-4748 \* 1-803-436-2640 \* Fax: 1-803-436-2652

Swan Lake-Iris Gardens  
Garden Street Shelter Reservation

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Garden Street Shelter is available for the public to enjoy. In reserving the shelter, you must agree to the following conditions:

GENERAL RULES:

- Loading and unloading is allowed at the pedestrian gate and parking is available in the lot located at the end of Garden Street. **VEHICLES ARE NOT ALLOWED INSIDE THE GARDENS.** Parking is **NOT ALLOWED along Garden Street or in the Swan Lake Apartments' parking lot.**
- Large grills that must be pulled by a vehicle are **NOT** permitted, but small, portable grills are allowed through pedestrian gate.
- Inflatables are **NOT** permitted. No Balloons Allowed.
- Leave the shelter and surrounding area as you found it.
- Inflatables are **NOT** permitted. Recreational equipment requires prior approval.
- All trash under the shelter and/or on the grounds **MUST** be removed.
- Decorations can be attached using tape, ribbon, or soft wire and must be removed prior to leaving. Tacks, staples, or nails are **NOT** allowed.
- **NO ALCOHOLIC BEVERAGES ALLOWED.**
- The activities must take place during 10:00 am – 6pm.
- Picking of any vegetation is **NOT** allowed.
- Smoking is prohibited!!!!
- NO pets, bicycles, radios, fireworks, jogging or fishing allowed.
- NO live entertainment permitted without prior consent.
- A two weeks notice is required for a cancellation and a new date can be rescheduled within 60 days. There are no refunds for increment weather.
- The person reserving the shelter is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.

I \_\_\_\_\_ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE GARDEN STREET SHELTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

Reservation Fee: \$25.00

*Cancellation Policy: The reservation fee is refundable if a 30 day written notice is received prior to the event.* \_\_\_\_\_  
*initials*

\_\_\_\_\_  
Event date *and* hours

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Event type

\_\_\_\_\_  
Number of guests

RENTAL APPLICATION

(Swan Lake Iris Gardens Garden Street Shelter)

(ALL QUESTIONS MUST BE ANSWERED)

**Today's Date:** \_\_\_\_\_ **Event Date Requested:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Name of Person Responsible for Use: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Alternate Contact is needed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Person Responsible for Payment (If same as above please write same):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type/Details of Event:

\_\_\_\_\_

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Event Coordinator : \_\_\_\_\_

