



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.
- 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 operating hours of the park: **7:30 am - dusk.**
- Picking of any vegetation is **NOT** allowed.
- **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.
- **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**

**Return Check Policy:** \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be cash or credit and will include the returned check fee.

# 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:

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

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

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

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

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

Type/Details of Event:

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

