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

Swan Lake-Iris Gardens Visitors Center

General Rules:

- Parking is available in the lot located in front of the center, commonly known as the horseshoe. The horseshoe is public parking and may not be adequate for larger events. Additional parking can be arranged with prior approval. Parking on grass outside of designated areas can result in costly damage to the park's sprinkler system and is strictly prohibited.

- The Visitor's Center and surrounding area will be left clean as found. All trash will be put in the **outside** receptacles. Overflow trash bags should be **tied** and placed at the back door next to the outside receptacles.

- If the kitchen area is utilized, it will be left clean and free of debris. Please pay particular attention to ensure that all food debris is removed, and all food items are removed from oven, microwave and refrigerator.

- You may decorate center using tape, ribbon or soft wire. No tacks, staples or nails are allowed. All candles must be contained, no open flames. All balloons must be firmly secured with balloon weights. **All changes to floor plans must be provided 48 hours prior to the event. Moving of furniture by anyone other than the park staff is not permitted and will result in forfeiture of your deposit. We strongly recommend that you review your floor plan with your caterer and/or event coordinator prior to submission.**

- Rental hours begin when doors are opened to begin set-up and run continuously until center is completely vacated. **The building and premises are to be cleaned and cleared by the end of your scheduled contract time.**

- On Sundays, the center will not be available for rent until 2:00 pm.

- Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness. **Do not drag equipment, tables, chairs or other heavy objects across the floor or countertops. Do not use countertops as a cutting surface.**

- The City and Visitor's Center staff will NOT be responsible for any property not removed from the premises.

- **A deposit must be made to secure a date for the event.** If the event is cancelled a two week notice is required and deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability.

- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed.

- Alcoholic beverages are not allowed without prior approval and smoking is prohibited. No alcoholic beverages may be consumed in the lobby or parking areas.

- **Inflatables are NOT permitted. SMOKING IS PROHIBITED.**

- Picking of flowers is prohibited in the park at all times. Pets, bicycles, fireworks, and fishing are prohibited.

I _____HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE VISITORS CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

RENTAL APPLICATION
(Visitors Center)

Today's Date: _____ **Event Date Requested:**_____

Name of Organization: _____

Organization Phone: _____

Name of Person Responsible for Use: _____

Address:

_____

_____

Day Phone: _____ **Night Phone:** _____

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 :** _____

SECURITY REQUIREMENTS

***Effective January 17, 2013, security will be required for all rentals. The safety/security personnel must be off-duty uniformed Sumter Police Officers. The security fee is $20.00 per hour for 75 people or more. The Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force.**

I _____HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE VISITOR'S CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

The Management of the Visitor's Center reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 75 guests up to the maximum of 125. This is a mandatory requirement for all individuals utilizing the Visitor's Centers**.** The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. The safety/security personnel must be off-duty uniformed Sumter Police Officers. Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force. I understand the requirement to have Sumter off-duty police officers to act as safety/security personnel during the lease period. **I understand that if I have not secured an off-duty uniformed officer then the Visitor's Center will refuse entry of additional patrons above the scheduled number in the party.** (Pay Rate: $20 per Officer, per hour) SIGNED_____ DATE_____

Event Hours of Rental

Setup Time Begins	Event Begins Security officer(s) arrive(s) 30 minute prior	Cleanup Time Ends Security officer(s) depart(s) 30 minutes following
_____	_____	_____

Number of Officers Needed: _____ Hours Needed: _____

Total Cost For Security: $ _____ (Security Officer Fee's Must Be Paid with Separate Money Orders)

Visitor's Center Rental Fees

(All Rentals Figured In One Hour Increments)

Day Rate: 10am-5pm, Monday-Friday

$60.00 per hour

Evenings 5-11pm, Weekends & Holiday Rate:
$80.00 per hour

A Deposit of $50 is required for all one-time day events Monday-Friday, 10:00am-5:00pm and $100 is required for all other events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: City of Sumter.

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.

Request for Reservation:

Day:
_____Hours @ $60 per hour $_____ +$50 Deposit

Evening, weekends & holidays:
_____Hours @ $80 per hour $_____ +$100 Deposit

Please check if you will be using any the following:

_____Use of Kitchen _____ Use of Sound System _____ Alcohol
_____ Live Entertainment _____ Use of Podium _____ Use of CD Player
_____ Use of Projector _____ Cordless Microphone _____Corded Microphone
_____ Lapel Microphone

Event Hours of Rental

Setup Time Begins	Event Begins	Cleanup Time Ends
_____	_____	_____

Total cost of reservation: _____ Payment due date: _____

Equipment Available:
Sound System, CD Player, Projector, Microphones (Cordless, Corded, Lapel), Podium, 6 Round Tables, 18 Long Banquet Tables, 125 Chairs, Podium

(Visitors Center)
FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the Sumter Visitors Center and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

_____ _____ _____

Signature of Renter Please Print Signature Date

_____ _____

Signature of Visitors Center Staff Date

For Office Use and Refund Approvals:

Deposit: _____ **Check#:** _____ **Credit Card#:** _____

Exp. Date: _____ **VIN#:** _____

Deposit Paid By: _____

Payment Paid By: _____

Payment Due Date:_____

Balance Due: _____ **Total Paid:** _____

Deposit Received: _____ **Rental Fee Received:** _____

____**Deposit: 110-0000-228.44-13** ____**Rent: 110-0000-364.44-13**

The Visitor's Center has been inspected and deposit may be refunded.

_____ **Event date:**_____

Signature **Date**

The Visitor's Center has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

_____

_____

Signature **Date**

<u>Event Information for Refunds</u>

Name for Check to be made out to: _____

Address: _____

Revised (01/15/13)