



400 Theatre Drive, Sumter, South Carolina 29150 * 803-774-3969 * Email: palmettotennis@sumter-sc.com

The City of Sumter welcomes you to the Palmetto Tennis Center. In reserving the center, you must agree to the following conditions.

GENERAL RULES:

- Parking is available in the lot located in front of the center.
- The Tennis Center and surrounding area will be left clean as found. All trash will be put in the receptacles.
- **All persons will be required to exit the courts when thunder and lightning are in the area. The Center is monitored by the Thorguard Weather System and it is City Policy, NCAA and USTA to have all Tennis Players to end play immediately when there is lightning within 5 miles of the facility or playing area. (Center is not responsible for inclement weather once event begins)**
- **ALL communications about the event containing the name of the facility (Palmetto Tennis Center or City of Sumter) MUST be approved by the City of Sumter Recreation Program & Facilities Director prior to any dissemination of print, broadcast or social media. Communications are to be submitted two weeks prior to event date.**
- You may decorate shelter area using tape, ribbon or soft wire. No tacks, staples or nails are allowed.
- Rental hours begin when gates are opened to begin set-up and run continuously until center is completely vacated. **The facility premises are to be cleaned and cleared by the end of your scheduled contract time.**
- Additional fees will be charged to person/group/organization renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness.
- The City and Tennis Center staff will NOT be responsible for any property not removed from the premises.
- Smoking, profanity, horseplay or pets is prohibited.
- Picnic tables, bleachers, and other facility equipment are not to be moved during event. Prior requests are to be made for any equipment or furnishings.
- **Please attach an additional sheet for all special requests for consideration by PTC Mgmt.**
- **All Players while on tennis courts must wear appropriate non-skid shoes, use tennis racquets and official tennis balls. (No other recreational equipment is allowed on the courts or in the facility)**
- **Alcohol is prohibited on the premises or in the parking lot.**
- All rentals are to be limited to the gated 18 lighted court facility without prior written approval.
- **Inflatables are not permitted.**
- **Availability is based on PTC Management approval.**
- **Events run only during PTC standard hours of operation unless event has received written approval at least four weeks prior to events start date.**
- Event Coordinator of the event is accountable for observance of the center conditions and conduct of guests with consideration to the surrounding residential area.
- The center is not responsible for items left after an event.
- The City of Sumter reserves the right to refuse any event or **bring an event to a close if rules are not followed.**

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE PALMETTO TENNIS CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE FACILITY, MY GUEST AND THE EVENT RULES.

FACILITY ASSETS:

- 18 Championship Hard Courts – lighted – Deco Turf – Standard (*6 more courts upon written request*)
- 3 Covered spectators areas - Standard
- Men/Women Locker Rooms, 3 showers/changing stalls, restrooms & lockers (*available when applicable – upon written request*)
- 1 large front lounge area/Pro Shop
- 3 Ball Mowers (*upon written request*)
- 10 Court Squeegees (*upon written request*)
- Ball Machine (*upon written request*)
- 8 Referee Chairs (*upon written request*)
- Restaurants within walking distance

EVENT/TOURNAMENT AGREEMENT
(Palmetto Tennis Center)

(ALL QUESTIONS MUST BE ANSWERED)

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

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____ *Night Phone:* _____

Name Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____ *Start Time:* _____ *End Time:* _____

Type of Event/Tournament: _____

Number of people: _____ *Event Director:* _____

Give Purpose of Use: (Full Details): _____

EVENT/TOURNAMENT OUTLINE

Certified Head Referee: _____
(Or Non-Certified Referee depending on Event Type)

Name of Referee: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

Total Certified Referees: _____ Head Referee Fee: _____ Other Official Fees: _____

Entry Fees: Expected entry fees charged to players shall be: _____ **Expected # of Players:** _____

Singles: _____ Doubles: _____ Other: _____

Awards: Expected awards to be given to: (*Attach additional sheet if necessary*)

Winners in Each Division _____ (type of award)

Finalists in Each Division _____ (type of award)

T-Shirts Provided: No/Yes Event Sponsor & Logo or Slogan?: _____

Balls Provided: No/Yes _____ New can, each match and for matches that extend to (____) sets.

Recognition: *Banner to be hung?* No / Yes Other materials provided: _____

Other Activities to be add or played?: _____

Total Court Fee?: _____ **Waived?:** _____ **Standard:** *\$150.00 per court* **#Courts** _____

All **18** Courts: _____ Number of Courts: _____ **# of Volunteer Forms Attached:** _____

Names of Volunteers/Registered: _____

How, where, what will be said, and where do you plan on marketing the Event? : _____

After Action Process: Provide to Palmetto Tennis Center – Complex Coordinator

- Total Number of Players in event
- Total Number of Spectators
- Contact information collected on Players-Participants of Event
- Sponsors of Event
- Survey's collected from Players *(PTC can provide copies of survey's for check-in)*

The Palmetto Tennis Center agrees to provide a high quality experience to include pleasant and helpful customer assistance, a well-stocked pro shop, clean restrooms and facility.

I have read the conditions for the use of the Palmetto Tennis 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 penalties and/or not using the facility in the future.

(Print Name)

Signature

Date

Additional space for information and/or any special requests needed for the event:
