



**MEMORIAL PARK GAZEBO RESERVATION**

Facility Address: 112 N. Salem Avenue, Sumter, SC 29150

For assistance, contact the Visitors Center, 822 W. Liberty, Sumter, South Carolina 29150  
803-436-2640 | [tourism@sumtersc.gov](mailto:tourism@sumtersc.gov)

**GENERAL RULES (PLEASE CHECKMARK EACH LINE)**

The City of Sumter welcomes you to Memorial Park. The gazebo is available for the public to enjoy. In reserving the gazebo, you must agree to the following conditions:

- The activities must take place during the hours of: 10:00 a.m. – 6:00 p.m.
- Leave the gazebo and its surrounding area as you find them.
- Amplified music is NOT allowed, electrical or battery-operated equipment is allowed, but only with prior approval.
- Inflatables are NOT permitted.
- Privacy is NOT guaranteed for weddings or parties.
- Tables or decoration of any kind must have prior approval.
- Chairs are allowed provided they are only placed on the concrete pad. (We do not provide chairs)
- All external structures must have prior approval.
- Smoking is Prohibited.
- NO ALCOHOLIC BEVERAGES ALLOWED.
- Parking is available in the lot located at 112 N. Salem Street. The parking lot cannot be closed for rentals and may not be adequate for larger events. No Parking on grass or in Memorial Park.
- A two-week cancellation notice is required, and a new date can be rescheduled within 60 days.
- The person reserving the gazebo is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.
- A deposit must be made to secure a date for the event. If the event is cancelled a 30 day notice is required and the 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 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.*

I (signature) \_\_\_\_\_ **HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE MEMORIAL PARK GAZEBO WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

**MEMORIAL PARK GAZEBO RENTAL APPLICATION**

(ALL INFO REQUIRED AND MUST BE COMPLETED BEFORE DATE CAN BE RESERVED, PLEASE PRINT)

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

**Organization/person/event:** \_\_\_\_\_

Type/Details of Event: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

**Person Responsible for Use (Must be present during the event):**

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

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

\_\_\_\_\_

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

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

**Alternate Contact:**

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

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

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

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

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

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

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

**List Name of any third-party coordinators (caterers, event planner, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

**MEMORIAL PARK GAZEBO RENTAL RATES**  
***(All Rentals Figured in One Hour Increments)***

Reservation Fee: **\$50.00 per two-hour increments**

*A Deposit of \$100 is required for all 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.

*\*Price is subject to change.*

**MEMORIAL PARK GAZEBO HOURS OF RENTAL**

**Setup Time Begins                      Event Begins                      Event Ends                      Cleanup Time Ends**

\_\_\_\_\_

**Please check if you will be using any of the following:**

\_\_\_\_\_ Outdoor cooking equipment                      \_\_\_\_\_ Tables or Chairs  
\_\_\_\_\_ Live Entertainment

**Total cost for this reservation: \$\_\_\_\_\_**

**Payment due date: \_\_\_\_\_**

**(All fees are due two weeks prior to event date)**

## **MEMORIAL PARK GAZEBO FINAL REQUEST FOR RESERVATION**

**I have read the conditions for the use of the Memorial Park Gazebo 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	Renter (Print Name)	Date
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Signature of Visitors Center Staff	Date
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### **FOR OFFICE USE ONLY:**

Total Deposit: \$ \_\_\_\_\_ Deposit Paid By: \_\_\_\_\_ Deposit Received Date: \_\_\_\_\_

Total Cost of Rental: \$ \_\_\_\_\_ Balance Due Date: \_\_\_\_\_

Payment Received:	\$ _____	Date: _____	Remaining Fee: \$ _____ cash__ check__ credit/debit__
	\$ _____	Date: _____	Remaining Fee: \$ _____ cash__ check__ credit/debit__
	\$ _____	Date: _____	Remaining Fee: \$ _____ cash__ check__ credit/debit__
	\$ _____	Date: _____	Remaining Fee: \$ _____ cash__ check__ credit/debit__
	\$ _____	Date: _____	Remaining Fee: \$ _____ cash__ check__ credit/debit__

Total Cost of Security: \$ \_\_\_\_\_ Balance Due Date: \_\_\_\_\_



### **MEMORIAL PARK GAZEBO REFUND INFORMATION:**

The Memorial Park Gazebo has been inspected and deposit may be refunded.

Signature of Event Attendant	Date	Event date: _____
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The Memorial Park Gazebo 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 of Visitors Center Staff	Date	Event date: _____
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Name for Check to be made out to:  
\_\_\_\_\_

Full Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_