



NORTH H.O.P.E. CENTER RESERVATION

Facility Address: 904 N. Main Street, Sumter, SC 29150

For assistance, contact the Visitors Center, 822 W. Liberty Street, Sumter, South Carolina 29150

803-436-2640 | tourism@sumtersc.gov

GENERAL RULES (PLEASE CHECKMARK EACH LINE)

The City of Sumter welcomes you to North H.O.P.E Center. In order to reserve our facility, you must agree to the following terms.

- The facility and equipment will be left clean as found.
- Set up and clean up is the responsibility of the leasee.
- The facility is available for Friday Evenings and Saturday rental only!
- Papers, food scraps, etc., will not be left in the building or on the grounds.
- All paper, food scraps, etc., must be picked up and left in garbage cans or placed in the dumpster located outside in back of the building.
- If the kitchen area is utilized, it will be left clean and free of debris.
- NO ALCOHOLIC BEVERAGES allowed on the premises! Smoking is prohibited!!!
- In consideration of others using the building and near by residents, the playing of loud music is prohibited. Live entertainment will not be permitted without prior approval. Groups using amplification must take into consideration the volume used due to surrounding residential areas.
- You may decorate the center using tape, ribbon or soft wire. No tacks, staples or nails allowed. All candles must be contained, no open flames, and no balloons.
- Inflatables are NOT permitted.
- The rental hours begin and run continuously until the center is completely vacated.
- All events must begin and end promptly and according to the signed reservation agreement.
- The City of Sumter will not be responsible for any property not removed from the premises.
- Any damage or destruction to property or facility determined inexcusable and not normal wear and tear will be charged to the person signing the reservation agreement.
- Remain in the area of the facility that you have reserved. Events taking place solely within the Hope Center must be contained inside the facility. Repeated entering and exiting of the building will not be permitted.
- All underage children must be supervised at all times. Four (4) adult chaperones are required for all events given for teenagers.
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed. No ticketed events permitted. NO money may be collected at the door. The use of City Facility names in promotional materials is prohibited without authorization.
- All or partial lights must stay on at all times during the duration of your event.
- 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 within sixty (60) days from the date of cancellation based on availability.

I _____ **HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE H.O.P.E. CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

NORTH H.O.P.E. CENTER 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: _____

Address: _____

Day Phone: _____ Night Phone: _____ Cell Phone: _____

Email Address: _____

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

Name: _____

Address: _____

Day Phone: _____ Night Phone: _____ Cell Phone: _____

Email Address: _____

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

Total Number of Attendees: _____

Any guests in excess of the number stated on the signed contract may result in immediate termination of the event and forfeiture of the security deposit. _____ (initials)

HORTH H.O.P.E. CENTER RENTAL RATES

(All Rentals Figured in One Hour Increments, includes use of kitchen)

Friday Evening (7pm-12am)

Saturdays (10am-12am):

Multipurpose Room (25 people max) \$50.00 per hour
Gymnasium (400 people max) \$100.00 per hour

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.*

NORTH H.O.P.E. CENTER HOURS OF RENTAL

Setup Time Begins

Event Begins

Event Ends

Cleanup Time Ends

Security officer(s) arrive(s) 30-minutes prior and depart(s) 30-minutes after event ends.

NORTH H.O.P.E. CENTER REQUEST FOR RESERVATION:

Multipurpose Room ___ hours X \$50.00 per hour \$ _____ + 100.00 Deposit

Gymnasium ___ hours X \$100.00 per hour \$ _____ + 100.00 Deposit

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

___ Use of kitchen

___ Sound System

___ Front Lobby

___ Relocation of Tables/Setting

___ Use stage

___ Live Entertainment

Equipment Available: 57 Long Banquet Tables and 324 Chairs

Total cost for this reservation: \$ _____ Payment due date: _____

NORTH H.O.P.E. CENTER SECURITY REQUIREMENTS

Effective April 1, 2014, security will be required for all rentals. The safety/security personnel must be off-duty uniformed Sumter Police Officers. The security fee is \$25.00 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 (print name) _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE NORTH H.O.P.E. CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

The Management of the H.O.P.E. Center reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 50 guests up to the maximum of 400. The H.O.P.E. Center requires one Security Officer for 50-150 attendees, a second Security Officer is required for bookings with 151-250 attendees and a third Security Officer for bookings that exceed 250 attendees. This is a mandatory requirement for all individuals utilizing the HOPE 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 HOPE Center will refuse entry of additional patrons above the scheduled number in the party.**

(Pay Rate: \$25 per Officer, per hour, as a blank money order ONLY)

Signature

Date

Number of Officers Needed: _____ Total Hours Needed: _____

Total Cost for Security: \$ _____ **(Security Officer Fee’s Must Be Paid with Separate Money Orders)**

NORTH H.O.P.E. CENTER FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the North H.O.P.E. 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

Renter (Print Name)

Date

Signature of Visitors Center Staff

Date



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: _____



NORTH H.O.P.E. CENTER REFUND INFORMATION:

The North H.O.P.E. Center has been inspected and deposit may be refunded.

Signature of Event Attendant _____ Date _____ Event date: _____

The North H.O.P.E. 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 of Visitors Center Staff _____ Date _____ Event date: _____

Name for Check to be made out to:

Full Mailing Address:
