



SWAN LAKE IRIS GARDENS – BLAND GARDENS GAZEBO RESERVATION

Facility Address: 822 W. Liberty Street, Sumter, SC 29150

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

803-436-2640 | tourism@sumtersc.gov

GENERAL RULES (PLEASE CHECKMARK EACH LINE)

The City of Sumter welcomes you to Swan Lake Iris Gardens. The Bland Gardens Gazebo is available for the public to enjoy. In reserving the gazebo, you must agree to the following conditions:

- Leave the gazebo and surrounding area as you find them.
- Tape, ribbon, or soft wire is permissible in decorating, but TACKS, STAPLES, OR NAILS ARE NOT ALLOWED. Flower stands are permissible.
- Inflatables are NOT permitted. No Balloons Allowed.
- Tape-recorded music, a guitarist, violinist, etc., but NO AMPLIFIERS OR LARGE INSTRUMENTS.
- A maximum of (20) chairs are permissible for guests who are unable to stand for extended periods. Lawn chairs are preferred, but folding chairs are acceptable. *Keep in mind that most garden functions are “stand up.” (We do not provide chairs).
- NO ALCOHOLIC BEVERAGES ALLOWED.
- SMOKING IS PROHIBITED.
- Lessee may set up tables (not provided) or use the picnic tables already provided. Tents, canopies and other external structures are not permitted.
- Lessee may have a wedding and reception at the gazebo but must be able to set up and depart within two (2) hours, as others may be waiting to use the gazebo.
- Activities must take place during operating hours of the park. Hours vary seasonally and are posted at the gate.
- Collection of entry fees or exchange of money is prohibited on City property.
- NO REFUNDS DUE TO INCLEMENT WEATHER.
- A two-week cancellation notice is required, 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.
- 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 BLAND GARDENS GAZEBO WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF
ADHERENCE TO THE RULES.

SWAN LAKE BLAND GARDENS 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: _____

BLAND GARDENS 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.*

BLAND GARDENS 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)

BLAND GARDENS GAZEBO FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the Bland Gardens 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

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: _____



BLAND GARDENS GAZEBO REFUND INFORMATION:

The Bland Gardens Gazebo has been inspected and deposit may be refunded.

Signature of Event Attendant Date _____ Event date: _____

The Bland Gardens 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: _____

Name for Check to be made out to:

Full Mailing Address:
