



SWAN LAKE IRIS GARDENS – GARDEN STREET SHELTER RESERVATION

Facility Address: 350 Garden 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 Swan Lake-Iris Gardens. The Garden Street Shelter is available for the public to enjoy. In reserving the shelter, you must agree to the following conditions:

GENERAL RULES:

- Loading and unloading is allowed at the pedestrian gate and parking is available in the lot located at the end of Garden Street. VEHICLES ARE NOT ALLOWED INSIDE THE GARDENS. Parking is NOT ALLOWED along Garden Street or in the Swan Lake Apartments’ parking lot.
- Large grills that must be pulled by a vehicle are NOT permitted, but small, portable grills are allowed through pedestrian gate.
- Inflatables are NOT permitted. No Balloons Allowed.
- Leave the shelter and surrounding area as you found it.
- Recreational equipment requires prior approval.
- All trash under the shelter and/or on the grounds **MUST** be removed.
- Decorations can be attached using tape, ribbon, or soft wire and must be removed prior to leaving. Tacks, staples, or nails are NOT allowed.
- **NO ALCOHOLIC BEVERAGES ALLOWED.**
- **SMOKING IS PROHIBITED.**
- The activities must take place during 10:00 am – 6pm.
- Picking of any vegetation is NOT allowed.
- **NO** pets, bicycles, radios, fireworks, jogging or fishing allowed.
- **NO** live entertainment permitted without prior consent.
- Collection of entry fees or exchange of money is prohibited on City property.
- **NO REFUNDS DUE TO INCLEMENT WEATHER.**
- 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 GARDEN STREET SHELTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF
ADHERENCE TO THE RULES.**

SWAN LAKE GARDEN STREET SHELTER 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: _____

GARDEN STREET SHELTER RENTAL RATES
(All Rentals Figured in One Hour Increments)

Reservation Fee: **\$100.00** for the entire day (10am-6pm)

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.*

GARDEN STREET SHELTER 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)

