



**SWAN LAKE IRIS GARDENS - HEATH PAVILION RESERVATION**

**Facility Address: 165 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](mailto:tourism@sumtersc.gov)**

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

The City of Sumter welcomes you to Swan Lake Iris Gardens. The Heath Pavilion is available for the public to enjoy. In reserving the pavilion, the following conditions must be agreed upon:

- All outdoor cooking equipment requires prior permission and will be used in designated areas ONLY.
- Picnic tables under the pavilion will NOT be moved except by prior arrangement, and then only by parks staff.
- The pavilion and surrounding area will be left clean as found.
- All trash will be put in the garden roll-a-way carts located outside of the pavilion.
- Curtains may NOT be raised or lowered except by parks staff.
- Kitchen area will be left clean and free of debris. **All grills must be operated outside of the gate. No open frying allowed.**
- Inflatables are NOT allowed. Recreational equipment must have prior approval.
- Rental Hours begin when set up begins and run continuously until pavilion is completely vacated. The pavilion and premises are to be cleared no later than 11:00 p.m. **Sunday rentals begin no earlier than 2:00 p.m.**
- Tape, ribbon or soft wire may be used in decorating and must be removed prior to departing. TACKS, STAPLES OR NAILS ARE NOT ALLOWED. All candles must be contained, no open flames and no balloons.
- **NO ALCOHOLIC BEVERAGES ALLOWED WITHOUT PRIOR APPROVAL. Alcohol use must be confined to immediate area, and is not permitted outside the gates. (Limited to beer and wine only).**
- Picking of vegetation, including flowers, is NOT allowed. NO pets, bicycles, fireworks, and fishing. Smoking is Prohibited.
- Four (4) adult chaperones are required for all events given for teenagers.
- Live entertainment is NOT permitted without prior permission. Groups using amplification will take into consideration the volume used due to surrounding residential areas.
- A deposit must be made to secure a date for the event. If the event is cancelled, a two-week 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.
- Parking is available in the lot located at the end of Garden Street behind the Heath Pavilion. Loading and unloading is allowed at the end of Garden Street. Parking is NOT permitted along Garden Street or in the parking lot of Swan Lake Apartments. **VIOLATORS WILL BE TOWED AT OWNER'S EXPENSE!**
- The City is not responsible for items left after an event.
- Collection of entry fees or exchange of money is prohibited on City property.
- Lessee of the pavilion is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.

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

**SWAN LAKE HEATH PAVILION 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: \_\_\_\_\_

**HEATH PAVILION RENTAL RATES**

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

**Day Rate: 10am – 5pm, Monday-Friday** \$75.00 per hour

**Evening/Weekend Rate** (4 hours minimum):

- \*Monday – Friday, 5pm – 11pm \$125.00 per hour
- \*Saturday, 8am – 11pm \$125.00 per hour
- \*Sunday, 2pm – 11pm \$125.00 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.*

**HEATH PAVILION 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.

\_\_\_\_\_

**HEATH PAVILION REQUEST FOR RESERVATION:**

**Day:**

**Monday – Friday:**

\_\_\_\_\_ Hours X \$75.00 per hour = \$\_\_\_\_\_ +\$100. Deposit

**Evening:**

**Monday – Thursday:**

\_\_\_\_\_ Hours @ \$125.00 per hour \$\_\_\_\_\_ + \$100. Deposit

**Fridays, weekends & holidays: Sunday Rental (2pm-11pm)**

(4 hours minimum)

\_\_\_\_\_ Hours @ \$125.00 per hour \$\_\_\_\_\_ + \$100. Deposit

**Tables:**

\_\_\_\_\_ removal/replacement fee \$250.00

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

\_\_\_\_\_ Outdoor cooking equipment                      \_\_\_\_\_ Alcohol (Only Beer and Wine Allowed)

\_\_\_\_\_ Use of Pull-Down Curtains                      \_\_\_\_\_ Live Entertainment

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

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

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

**HEATH PAVILION 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 HEATH PAVILION WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

The Management of the Heath Pavilion reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 75 guests up to the maximum of 200. This is a mandatory requirement for all individuals utilizing the Heath Pavilion. 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 City of Sumter 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)**

