



**MEETING HOUSE AT MEMORIAL PARK**

**Facility Address: 704 W. Hampton Street, Sumter, South Carolina**

**For assistance, contact the Visitors Center, 822 W. Liberty Street, Sumter, SC 29150**

**Phone: 803-436-2640 | Fax: 803-436-2652**

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

- Parking is available in the lot located at 110 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.
- The Meeting House and surrounding area will be left clean as found. All trash will be put in the outside receptacles.
- If the kitchen area is utilized, it will be left clean and free of debris. Please pay particular attention to ensure that all food debris is removed, and all food items are removed from microwave and refrigerator.
- You may decorate facility using tape, ribbon or soft wire. No tacks, staples or nails are allowed. All candles must be contained, no open flames. No balloons allowed. All changes to floor plans must be provided 48 hours prior to the event. Moving of furniture by anyone other than the park staff is not permitted and will result in forfeiture of your deposit. We strongly recommend that you review your floor plan with your caterer and/or event coordinator prior to submission.
- Rental hours begin when doors are opened to begin set-up and run continuously until center is completely vacated. The building and premises are to be cleaned and cleared by the end of your scheduled contract time.
- All historic furniture is for display only, not available for use or food/beverage. Please do not move.
- Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness. Do not drag equipment, tables, chairs or other heavy objects across the floor or countertops. Do not use countertops as a cutting surface. No open frying allowed.
- The City will NOT be responsible for any property not removed from the premises.
- 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 at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability.
- The City reserves the right to refuse any event or bring an event to a close if rules are not followed.
- As this is a residential neighborhood, any amplified sound must be kept at a reasonable volume.
- Alcoholic beverages are not allowed without prior approval. No alcoholic beverages may be consumed in the parking lot or park area around the facility. All alcohol must remain within the confines of the rental facility.
- Smoking/Vaping, etc. is prohibited in and on all City property.
- Pets, inflatables and fireworks are prohibited.
- Collection of entry fees or exchange of money is prohibited on City property.
- Facility shall be manned at all times by renter, for the length of the rental. For lock-up, please call Park Patrol at 803-983-6504.

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

**MEETING HOUSE AT MEMORIAL PARK 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: \_\_\_\_\_

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

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

_____	_____
_____	_____
_____	_____

**MEETING HOUSE RENTAL RATES**  
*(All Rentals Figured in One Hour Increments)*

**Hourly Rate:**

\$175.00 per hour (2-hour minimum required) \*

**Full Day Rental:**

**\$2,400.00 flat rate \***

***A Deposit of \$175 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. Credit/debit, cash or check payments accepted. 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.*

**MEETING HOUSE HOURS OF RENTAL**

Monday – Saturday, 8 AM – 10 PM

Sunday, 2 PM – 10 PM

**Setup Time Begins**

**Event Begins**

**Cleanup Time Ends**

Security officer(s) arrive(s) 30 minute prior

Security officer(s) depart(s) 30 minutes following

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MEETING HOUSE REQUEST FOR RESERVATION

**Rental Rate:**

\_\_\_\_\_ Total Hours @ \$175.00 per hour = \$\_\_\_\_\_      +\$175 Deposit

**Equipment/Space available with rental (please check all you plan to use for event):**

- |   |  |
|---|--|
| — Commercial Refrigerator               | — Chairs (85)                                |
| — Commercial 3-partition Sink           | — 6 ft. Round Tables (8)                     |
| — Commercial Microwave                  | — 6 ft. Rectangular Tables (2)               |
| — Ice Machine                           | — Meeting Rooms (2), with conference tables) |
| — Podium, with attached mic             | — Parlor, with four upholstered seating      |
| — Large Monitors (2, with HDMI plug-in) |  |

**Total cost of reservation:** \_\_\_\_\_

**Payment due date:** \_\_\_\_\_  
(All fees are due two weeks prior to event date)

## MEETING HOUSE SECURITY REQUIREMENTS

**Effective April 1, 2014, security will be required for all rentals. The safety/security personnel must be off-duty uniformed City of 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. Please contact the Visitors Center at 803-436-2640.**

**I (print name) \_\_\_\_\_ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE MEETING HOUSE WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

The Management of the Visitor’s Center 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 125. This is a mandatory requirement for all individuals utilizing the Meeting House. 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 Visitor’s 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)*

