



400 Theatre Drive, Sumter, South Carolina 29150 \* 803-774-3969 \* Email: palmettotennis@sumtersc.gov

*The City of Sumter welcomes you to the Palmetto Tennis Center. In reserving the PTC, you must agree to the following conditions.*

**GENERAL RULES:**

- Parking is available in the lot located in front of the center.
- The Tennis Center and surrounding area will be left clean as found. All trash will be put in the receptacles.
- **All persons will be required to exit the courts when thunder and lightning are in the area. The Center is monitored by the Thorguard Weather System and it is City Policy, NCAA and USTA to have all Tennis Players to end play immediately when there is lightning within 5 miles of the facility or playing area. (Center is not responsible for inclement weather once event begins)**
- **NO PUBLIC NOTIFICATIONS ARE ALLOWED. COMMUNICATIONS OF EVENTS ARE TO BE BY INVITATION ONLY FOR THE PRIVATE PARTY.**
- You may decorate shelter area using tape, ribbon or soft wire. No tacks, staples or nails are allowed.
- Rental hours begin when gates are opened to begin set-up and run continuously until center is completely vacated. **The facility premises are to be cleaned and cleared by the end of your scheduled contract time.**
- Additional fees will be charged to person/group/organization renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness.
- The City and Tennis Center staff will NOT be responsible for any property not removed from the premises.
- Smoking, profanity, horseplay or pets is prohibited.
- Picnic tables, bleachers, and other facility equipment are not to be moved during event. Prior requests are to be made for the set up of furnishings and/or equipment.
- No radios or DJ's allowed in Tennis Center complex. All music must be played through the centers sound system if applicable. CD's must be provided by guest. (Center not responsible for CD's)
- Please attach an additional sheet for all special requests.
- Adult Chaperones of (4) or more are required for 20 or more children in attendance.
- **All Players while on tennis courts must wear appropriate non-skid shoes, use tennis racquets and official tennis balls. (No other recreational equipment is allowed on the courts or in the facility)**
- **Alcohol is prohibited on the premises or parking lot without prior written approval.**
- All rentals are to be limited to the gated 18 lighted court facility.
- **Inflatables are not permitted.**
- **Rental availability is from 6:30 to 10:30 p.m. Saturdays ONLY.**
- Lessee of the complex is accountable for observance of the center conditions and conduct of guests with consideration to the surrounding residential area.
- **FEES are not allowed to be charged at the facility to enter event.**
- The City of Sumter reserves the right to refuse any event or **bring an event to a close if rules are not followed.**
- **A deposit must be made to secure a date for the event.** If the event is secured in less than two weeks the event is not guaranteed to be approved but if approved must be paid in full. *If the event is cancelled prior to the start of the event due to inclement weather or if the event is cancelled and the required two week notice is given, then the deposit is non-refundable; however, one other date can be chosen within sixty (60) days from date of cancellation (based on availability).*

I \_\_\_\_\_ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TENNIS CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

# Palmetto Tennis Center (Private Party) Rental Fees

Saturday Evenings Only 6:30-10:30 p.m., Not available Easter, July 4<sup>th</sup>, Thanksgiving, Christmas or during a scheduled PTC Event.

\$100.00 per hour: 18 Deco Courts with Lights on all courts during the night hours.

The Management of the Tennis Center reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 100 guests up to the maximum of 300. 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 Tennis Center will refuse entry of additional patrons above 100. I also understand that only off-duty uniformed Sumter Police Officers are authorized for security.** (Hourly Rate is provided by Visitors Center Staff)

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

***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.

## Request for Reservation:

***Saturday Evenings 6:30 pm to 10:30 pm:***

Hours @ \$100.00 per hour \$\_\_\_\_\_ +\$100 Deposit

*(2 hour minimum rental required)*

\_\_\_\_\_ Number of Professional (s) for Tennis Activities      Hours @ \$50 per hour \$\_\_\_\_\_

*(1 Pro per 15 Children – No Lessons provided during parties only coordination of tennis activities and basic set up for court play)*

\_\_\_\_\_ Use of Kitchen      \_\_\_\_\_ Alcohol/Authorized Approval Needed: \_\_\_\_\_

Event date & hours: \_\_\_\_\_

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

Final Payment due date: \_\_\_\_\_

## **FACILITY PRIVATE PARTY EVENT ASSETS:**

- 18 Championship Hard Courts
- Used tennis balls and racquets (limited quantity available upon request)
- 3 Ball Mowers and 10 Court Squeegees (upon request from Attendant)
- Restrooms
- Kitchen/Concession area available for use if requested prior to event date

**Pro Shop CLOSED during private parties – Attendant on Duty**

**EVENT AGREEMENT**

*(Palmetto Tennis Center)*

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*(ALL QUESTIONS MUST BE ANSWERED)*

*Today's Date:* \_\_\_\_\_

*Event Date:* \_\_\_\_\_

*Name of Organization:* \_\_\_\_\_

*Organization Day Phone:* \_\_\_\_\_

*Name of Person Responsible for Use:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Day Phone:* \_\_\_\_\_

*Night Phone:* \_\_\_\_\_

*Name Responsible for Payment (if same as above, please write same):* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Type of Event:* \_\_\_\_\_

*Number of people:* \_\_\_\_\_ *Event Director:* \_\_\_\_\_

*Give Purpose of Use: (Full Details):* \_\_\_\_\_

\_\_\_\_\_

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