



NORTH HOPE CENTER RENTAL APPLICATION

Facility Address: 904 N. Main Street, Sumter, SC 29150

For assistance, contact the Visitors Center, 822 W. Liberty Street, Sumter, South Carolina 29150
803-436-2640 | tourism@sumtersc.gov

Event Date: _____

GENERAL RULES (YOU MUST READ AND CHECKMARK EACH LINE):

- The facility and equipment will be left clean as found.
- Set up and clean up is the responsibility of the lessee.
- Papers, food scraps, etc., will not be left in the building or on the grounds.
- All paper, food scraps, etc., must be picked up and left in garbage cans or placed in the dumpster located outside in back of the building.
- If the kitchen area is utilized, it will be left clean and free of debris.
- In consideration of others using the building and nearby residents, the playing of loud music is prohibited. Live entertainment will not be permitted without prior approval. Groups using amplification must take into consideration the volume used due to surrounding residential areas.
- NO ALCOHOLIC BEVERAGES allowed on the premises! Smoking/Vaping, etc. is prohibited in and on all City property.
- You may decorate the center using tape, ribbon or soft wire. No tacks, staples or nails allowed. All candles must be contained (no open flames). HELIUM FILLED BALLOONS ARE NOT PERMITTED. Air filled balloons are permitted.
- Inflatables are NOT permitted.
- The rental hours begin and run continuously until the center is completely vacated.
- All events must begin and end promptly and according to the signed reservation agreement.
- The City of Sumter will not be responsible for any property not removed from the premises.
- Any damage or destruction to property or facility determined beyond normal wear and tear will be charged to the person signing the reservation agreement.
- Remain in the area of the facility that you have reserved. Events taking place solely within the HOPE Center must be contained inside the facility. Repeated entering and exiting of the building will not be permitted.
- All underage children must be supervised at all times. Four (4) adult chaperones are required for all events given for teenagers.
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed. No ticketed events permitted. NO money may be collected at the door. The use of City Facility names in promotional materials is prohibited without authorization. Political events, religious services, and funerals are not permitted.
- All or partial lights must stay on at all times during the duration of your event.

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF
THE H.O.P.E. CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.



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NORTH HOPE CENTER RENTAL RATES:

(All Rentals Figured in One Hour Increments)

A Deposit of \$100 is required to secure the requested date.

Multipurpose Room (40 people max)	\$50.00 per hour*
Gymnasium (400 people max)	\$100.00 per hour*

If the event is canceled prior to the start of the event due to inclement weather, or if the event is canceled and the required two-week notice is given, the deposit is refundable. If the event is moved to another date within 60 days from date of cancellation (based on availability) the deposit and any rental payments will carry over.

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.

Payment in full and any contract changes are required two weeks prior to the event date, or the event is subject to cancellation. _____ (initial)

**Price is subject to change.*

NORTH HOPE CENTER HOURS OF RENTAL

Friday (7 PM – 12 AM) - Two Free hours are permitted for decorating, Fridays from 5-7 pm.

Saturdays (10 AM – 12 AM)

Setup Time Begins	Event Begins	Event Ends	Cleanup Time Ends
_____	_____	_____	_____

Equipment/Space available with rental (please check all you plan to use for the event). Contact the Hope Center staff directly for arrangement and facility questions.

- Use of kitchen
- Sound System
- Front Lobby
- Use of stage
- Use of Bleachers
- Live Entertainment
- Long Banquet Tables (57)
- Relocation of Tables/Setting (table setup required 2 weeks in advance of event date)
- Chairs (324)



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SECURITY INFORMATION:

The Management of the HOPE Center reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 50 guests up to a maximum of 400. The HOPE Center requires one Security Officer for 50-150 attendees, a second Security Officer is required for bookings with 151-250 attendees and a third Security Officer for bookings that exceed 250 attendees. This is a mandatory requirement for all individuals utilizing the HOPE Centers. The safety/security personnel will be required to be present 30 minutes before the event begins and until at least 30 minutes after the program and clean up completed. The safety/security personnel must be off-duty uniformed Sumter Police Officers. Visitors 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 over 50. I also understand that only off-duty uniformed Sumter Police Officers are authorized for security.

(Pay Rate: \$35 per Officer, per hour) Total Hours Security is needed: _____ X \$35/hour

Total Cost for Security: \$ _____

Balance Due Date: ____/____/____

(Security Officer Fee's Must Be Paid with Separate Money Order two weeks prior to event)

TOTAL NUMBER OF ATTENDEES: _____

(Maximum occupancy is **400** total with adults and children)

Any guests more than the number stated above may result in immediate termination of the event and forfeiture of the security deposit. _____ (initials)

TYPE OF EVENT: _____

DATE/ DETAILS: _____

RENTER INFORMATION:

PERSON RESPONSIBLE FOR USE & MUST BE PRESENT DURING THE EVENT. This person is responsible for all payments as well as any damages.

NAME: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____



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FINAL REQUEST FOR RESERVATION:

I have read the conditions for the use of the North HOPE Center 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	_____ Print Name	_____ Date
_____ Signature of Visitors Center Staff	_____ Print Name	_____ Date

FOR OFFICE USE ONLY: Payment Information

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__

NORTH HOPE CENTER REFUND INFORMATION

- ☐ The North HOPE Center has been inspected and the deposit may be refunded.
- ☐ The North HOPE Center has been inspected and the conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Condition: _____

Condition: _____

Condition: _____

Event date: _____ Signature of Visitors Center Staff: _____ Date: _____

Name for Check to be made out to: _____

Full Mailing Address for Refund: _____

Account # for Deposit Refund: _____