



## HEATH PAVILION RENTAL APPLICATION

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)

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

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

- All outdoor cooking equipment requires prior permission and will be used in designated areas only.
- Picnic tables under the pavilion will NOT be moved.
- 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.
- The 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 the pavilion is completely vacated. The pavilion and premises are to be cleared no later than 11:00 PM. Sunday rentals begin no earlier than 2:00 PM
- 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 ARE ALLOWED WITHOUT PRIOR APPROVAL. Alcohol use must be confined to immediate areas and is not permitted outside the gates. (Limited to beer and wine only). Security is required if alcohol is present.
- Picking of vegetation, including flowers, is NOT allowed. NO pets, bicycles, fireworks, and fishing. Smoking/Vaping is Prohibited on City property.
- 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.
- 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 THE 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.



## HEATH PAVILION RENTAL APPLICATION

### HEATH PAVILION RENTAL RATES

*(All Rentals Figured in One Hour Increments)*

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

*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.*

Day Rate:

- Monday-Friday, 10 AM – 5 PM \$75.00 per hour\*

Evening/Weekend Rate (4 hours minimum):

- Monday – Friday, 5 PM – 11 PM \$125.00 per hour\*
- Saturday, 8 AM – 11 PM \$125.00 per hour\*
- Sunday, 2 PM – 11 PM \$125.00 per hour\*

Table Removal:

- Tables will not be moved or removed for an event. Tables may not be moved by Lessee.

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

- Outdoor cooking equipment
- Serving Alcohol (Only Beer and Wine Allowed)
- Use of Kitchen
- Use of Pull-Down Curtains
- Use of Ceiling Heaters
- Live Entertainment



## HEATH PAVILION RENTAL APPLICATION

### **SECURITY INFORMATION:**

The Management of the Swan Lake Heath Pavilion requires the Lessee to provide safety/security personnel during the lease period for any party over 75 guests or if alcohol is being served. The City requires one Security Officer for 75-150 attendees, a second Security Officer is required for bookings with 151-210 attendees. This is a mandatory requirement for all individuals utilizing City facilities. 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 is 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 75. 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 **210** 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:** \_\_\_\_\_

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### **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: \_\_\_\_\_



## HEATH PAVILION RENTAL APPLICATION

### FINAL REQUEST FOR RESERVATION:

I have read the conditions for the use of the Heath Pavilion 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\_\_

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\$ \_\_\_\_\_ Date: \_\_\_\_\_ Remaining Fee: \$ \_\_\_\_\_ cash\_\_ check\_\_ credit/debit\_\_

### HEATH PAVILION REFUND INFORMATION

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The Heath Pavilion has been inspected, and the deposit may be refunded.

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The Heath Pavilion 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: \_\_\_\_\_

RENTER INITIALS \_\_\_\_\_