



MEMORIAL PARK GAZEBO RENTAL APPLICATION

Facility Address: 112 N. Salem Avenue, Sumter, SC 29150

For assistance, contact the Visitors Center, 822 W. Liberty, Sumter, South Carolina 29150

803-436-2640 | tourism@sumtersc.gov

Event Date: _____

GENERAL RULES (PLEASE READ AND CHECKMARK EACH LINE)

- Parking is available in the lot located at 112 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. Street parking is not allowed.
- A maximum of 50 guests are allowed at the Memorial Park Gazebo.
- Leave the gazebo and its surrounding area as you find them.
- Tape, ribbon, or soft wire is permissible in decorating. TACKS, STAPLES, OR NAILS ARE NOT ALLOWED. Flower stands are permissible.
- Tape-recorded music, a guitarist, violinist, etc. are allowed, but NO AMPLIFIERS OR LARGE INSTRUMENTS.
- Inflatables are NOT permitted. NO Balloons Allowed.
- Recreational equipment requires prior approval.
- Privacy is NOT guaranteed for weddings or parties.
- A maximum of (20) chairs are permissible for guests who are unable to stand for extended periods. Lawn chairs are preferred, but folding chairs are acceptable (not provided). Hay bales, pine needle bales or any form of plant material may NOT be used as seating.
- For weddings, etc. bird seed is acceptable; however, rice (or any type of food) and/or any type of paper or plastic material is NOT allowed to be thrown. This is considered litter/trash. All forms of trash must be picked up entirely from the grounds and disposed of properly.
- Smoking/Vaping, etc. is prohibited in and on all City property.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED.
- Lessee may set up tables (not provided) or use the picnic tables already provided. Tents, canopies and other external structures are not permitted. Picnic tables may not be moved.
- Lessee may have a wedding and reception at the gazebo but must be able to set up and depart within rental period.
- Large grills that must be pulled by a vehicle are NOT permitted, but small, portable grills are allowed through pedestrian gates.
- Activities must take place during the operating hours of the park. Hours vary seasonally and are posted at the gate.
- Collection of entry fees or exchange of money is prohibited on City property.
- NO REFUNDS DUE TO INCLEMENT WEATHER.
- The city is not responsible for items left after an event.
- The person reserving the gazebo 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 MEMORIAL PARK GAZEBO WITH THE UNDERSTANDING OF COMPLETE
RESPONSIBILITY OF ADHERENCE TO THE RULES.

RENTER INITIALS _____



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MEMORIAL PARK GAZEBO RENTAL RATES

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

\$50.00 per two-hour increments (Maximum 4-hour rental. ONLY DURING NORMAL PARK HOURS)

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.

**Price is subject to change.*

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)

MEMORIAL PARK GAZEBO HOURS OF RENTAL

(Only during park operating hours)

Setup Time Begins

Event Begins

Event Ends

Cleanup Time Ends

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

- Outdoor cooking equipment
- Tables or Chairs (No more than 20 chairs may be brought into the gardens).
- Live Entertainment

TOTAL NUMBER OF ATTENDEES: _____

(Maximum occupancy is **50** 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: _____

RENTER INITIALS _____



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FINAL REQUEST FOR RESERVATION:

I have read the conditions for the use of the Memorial Park Gazebo 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__

MEMORIAL PARK GAZEBO REFUND INFORMATION

☐

The Memorial Park Gazebo has been inspected, and the deposit may be refunded.

☐

The Memorial Park Gazebo 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: _____

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: _____