



822 West Liberty Street, Sumter, South Carolina * 1-800-688-4748 * 1-803-436-2640 * Fax: 1-803-436-2652

South H.O.P.E. Center Reservation

The City of Sumter welcomes you to South H.O.P.E Center. The H.O.P.E. Center is available for you and your party to use the facility. In order to reserve our facility you must agree to the following terms.

General Rules:

- The facility and equipment will be left clean as found.
- Set up and clean up is the responsibility of the leasee.
- The facility is available for Friday Evenings and Saturday rental only!
- 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.
- Inflatables are not permitted.
- If the kitchen area is utilized it will be left clean and free of debris.
- NO ALCOHOLIC BEVERAGES allowed on the premises! Smoking is Prohibited!!
- In consideration of others using the building and near by 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.
- 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 and no balloons.
- 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 inexcusable and not 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.
- All or partial lights must stay on at all times during the duration of your event.
- 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 within sixty (60) days from date of cancellation based on availability.

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.

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 the maximum of 400. The H.O.P.E. 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 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 HOPE Center will refuse entry of additional patrons above the scheduled number in the party. (Pay Rate: \$25 per Officer, per hour) SIGNED _____ DATE _____

RENTAL APPLICATION
(South H.O.P.E Center)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ Event Date Requested: _____

Name of Organization: _____

Organization Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Event Coordinator : _____

Day Phone: _____ Night Phone: _____

Name of Person Responsible for Payment (If same as above please write same):

Name: _____

Address: _____

Phone: _____

Type/Details of Event: _____

Number of Attendees: _____

Any guests in excess of the number stated on the signed contract may result in immediate termination of the event and forfeiture of the security deposit. _____ (*initials*)

Fee Schedule

Friday Evening (7pm-12am)
Saturday (10am-12am):

Multipurpose Room -- 25 people	\$50.00 per hour
Gymnasium	\$100.00 per hour
Deposit	\$100.00

Request for Reservation

____ Multipurpose Room	\$25.00 per hour + 100.00
____ hours @ \$25.00 per hour \$ _____	
____ Gymnasium	\$50.00 per hour + \$100.00
____ hours @ \$50.00 per hour \$ _____	

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

____ Use of kitchen	____ Sound System
____ Front Lobby	____ Relocation of Tables/Setting
____ Use stage	____ Live Entertainment

Equipment Available: 52 Long Banquet Tables and 170 Chairs

Event Hours of Rental

Setup Time Begins	Event Begins	Cleanup Time Ends
	Security officer(s) arrive(s) 30 mins prior	Security officer(s) depart(s) 30 mins after
_____	_____	_____

Number of Officers Needed: _____ Hours Needed: _____
 Total Cost For Security: \$ _____ (Security Officer Fee's Must Be Paid with Separate Money Orders)

Total cost for this reservation: \$ _____
 Payment due date: _____

A Deposit of \$100 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 or subject to cancellation. Payment must be cash or credit 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.

FINAL REQUEST FOR RESERVATION
(South H.O.P.E Center)

I have read the conditions for the use of the South 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 Please Print Signature Date

Signature of Visitors Center Staff Date

For Office Use and Refund Approvals:

Deposit: _____ Check#: _____ Credit Card#: _____

Exp. Date: _____ Vin #: _____

Deposit Paid By: _____

Payment Paid By: _____

Balance Due: _____

Total Paid: _____

Deposit Received: _____

Rental Fee Received: _____

Deposit: 251-0000-228.46-12

Rent: 251-0000-364.46-12

The South H.O.P.E. Center has been inspected and deposit may be refunded.

Signature Date Event date: _____

The South H.O.P.E. Center has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Signature Date

Event Information for Refunds (Print all information)

Name for Check to be made out to: _____

Address: _____