



822 West Liberty, Sumter, South Carolina 29151  
1-800-688-4748 \* 1-803-436-2640 \* Fax: 1-803-436-2652  
Swan Lake-Iris Gardens  
Garden Street Shelter Reservation

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Garden Street Shelter is available for the public to enjoy. In reserving the shelter, you must agree to the following conditions:

**GENERAL RULES:**

- Loading and unloading is allowed at the pedestrian gate and parking is available in the lot located at the end of Garden Street. **VEHICLES ARE NOT ALLOWED INSIDE THE GARDENS.** Parking is **NOT ALLOWED** along Garden Street or in the Swan Lake Apartments' parking lot.
- Large grills that must be pulled by a vehicle are **NOT** permitted, but small, portable grills are allowed through pedestrian gate.
- Inflatables are **NOT** permitted. No Balloons Allowed.
- Leave the shelter and surrounding area as you found it.
- Inflatables are **NOT** permitted. Recreational equipment requires prior approval.
- All trash under the shelter and/or on the grounds **MUST** be removed.
- Decorations can be attached using tape, ribbon, or soft wire and must be removed prior to leaving. Tacks, staples, or nails are **NOT** allowed.
- **NO ALCOHOLIC BEVERAGES ALLOWED.**
- The activities must take place during **10:00 am – 6pm.**
- Picking of any vegetation is **NOT** allowed.
- **Smoking is prohibited!!!!**
- **NO** pets, bicycles, radios, fireworks, jogging or fishing allowed.
- **NO** live entertainment permitted without prior consent.
- **There are no refunds for increment weather.**
- **The person reserving the shelter is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.**
- **A deposit must be made to secure a date for the event.** If the event is cancelled a 30 day notice is required and the deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability.

***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.***

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

Deposit Fee: **\$100.00**

Reservation Fee: **\$100.00**

\_\_\_\_\_  
Event date *and* hours

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Event type

\_\_\_\_\_  
Number of guests

# RENTAL APPLICATION

(Swan Lake Iris Gardens Garden Street Shelter)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: \_\_\_\_\_ Event Date Requested: \_\_\_\_\_

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

Organization Phone: \_\_\_\_\_

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

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

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

## **Alternate Contact is needed:**

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

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

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

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

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

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

Type/Details of Event:

\_\_\_\_\_

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Event Coordinator : \_\_\_\_\_

**FINAL REQUEST FOR RESERVATION  
(Garden Street Shelter)**

I have read the conditions for the use of the Garden Street Shelter 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.

\_\_\_\_\_  
(Print Name) Signature Date

\_\_\_\_\_  
(Signature of Visitors Center Staff) Date

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**For Office Use and Refund Approvals:**

**Check #:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Credit Card#:** \_\_\_\_\_

**Payment Paid By:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_ **Total Paid:** \_\_\_\_\_

**Deposit Fee Received:** \_\_\_\_\_ **Reservation Fee Received:** \_\_\_\_\_

\_\_\_ **Deposit: 110-0000-228.44-10**

\_\_\_ **Revenue: 110-0000-364.44-10**

**Event date:** \_\_\_\_\_

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**Event Information for Refunds (Print all information)**

**Name for Check to be made out to:** \_\_\_\_\_

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

\_\_\_\_\_  
**Signature Date**

*The Garden Street Shelter 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.*