



822 West Liberty, Sumter, South Carolina 29151 \* 1-800-688-4748 \* 1-803-436-2640 \* Fax: 1-803-436-2652

**MEMORIAL PARK GAZEBO RESERVATION FORM**

The City of Sumter welcomes you to **Memorial Park**. The gazebo is available for the public to enjoy. In reserving the gazebo, you must agree to the following conditions:

**GENERAL RULES:**

- Leave the gazebo and its surrounding area as you find them.
- Amplified music is **NOT** allowed and electrical or battery operated equipment is allowed only with **prior approval**.
- **Inflatables are NOT permitted.**
- The activities must take place during operating hours of the park: **10:00 am – 6:00pm.**
- Privacy is **NOT** guaranteed for weddings or parties.
- Tables or decoration of any kind must have prior approval.
- Chairs are allowed provided they are only placed on the concrete pad. **(We do not provide chairs)**
- All external structures must have prior approval.
- Smoking is Prohibited.
- **NO ALCOHOLIC BEVERAGES ALLOWED.**
- A **two weeks** cancellation notice is required and a new date can be rescheduled within 60 days.
- **The person reserving the gazebo 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 MEMORIAL PARK GAZEBO WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

Deposit Fee: **\$100.00**

Reservation Fee: **\$50.00 per two hour increments**

\_\_\_\_\_  
**Event date and time**

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

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

\_\_\_\_\_  
**Number of Guests**

**RENTAL APPLICATION**  
**(Memorial Park Gazebo)**

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**(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:** \_\_\_\_\_

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

