



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

SWAN LAKE-IRIS GARDENS GAZEBO RESERVATION FORM

The City of Sumter welcomes you to Swan Lake-Iris Gardens. 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 surrounding area as you find them.
- Tape, ribbon, or soft wire is permissible in decorating, but **TACKS, STAPLES ,NAILS, OR BALLOONS ARE NOT ALLOWED.** Flower stands are permissible.
- Tape-recorded music, a guitarist, violinist, etc., but **NO AMPLIFIERS OR LARGE INSTRUMENTS.**
- 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. **Keep in mind that most garden functions are "stand up." (We do not provide chairs)*
- **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE BLAND GARDENS.**
- **SMOKING IS PROHIBITED.**
- Lessee may set up tables (not provided) or use the picnic tables already provided. **Tents, canopies and other external structures are not permitted.**
- Lessee may have a wedding and reception at the gazebo, but must be able to set up *and* depart within two **(2) hours**, as others may be waiting to use the gazebo.
- Activities must take place during operating hours of the park: **10:00 am – 6:00pm.**
- **NO REFUNDS DUE TO INCREMENT WEATHER.**
- A **two weeks** cancellation notice is required and a new date can be rescheduled within 60 days
- **Lessee 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 SWAN LAKE GAZEBO WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

Deposit Fee: **\$100.00** Reservation Fee: **\$50.00 per two hour increments**

Cancellation Policy: The reservation fee is refundable if a **30 day written notice** is received prior to the event. _____

initials

Event date and time

Name (print)

Event type

Number of Guests

RENTAL APPLICATION
(Swan Lake Iris Gardens Gazebo)

(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 :** _____

