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 OR NAILS ARE NOT ALLOWED.** Flower stands are permissible.
- Tape-recorded music, a guitarist, violinist, etc., but **NO AMPLIFIERS OR LARGE INSTRUMENTS.**
- A maximum of (10) 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."*
- **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE BLAND GARDENS.**
- Leasee may set up tables (not provided) or use the picnic tables already provided. Tents, canopies and other external structures are not permitted.
- Leasee 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: **8:00 am – dark**
- A **two weeks** cancellation notice is required and a new date can be rescheduled within 60 days
- **Leasee is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.**

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.

Reservation Fee: **$25.00**

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**

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.

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 :** _____

FINAL REQUEST FOR RESERVATION
(Swan Lake Gazebo)

I have read the conditions for the use of the Swan Lake 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.

_____ _____ _____

(Print Name) **Signature** **Date**

_____ _____

(Signature of Visitors Center Staff) **Date**

For Office Use and Refund Approvals:

Check#: _____ **Cash:** _____ **Credit Card#:** _____

Exp. Date: _____ **VIN#:** _____

Payment Paid By: _____

Balance Due: _____ **Total Paid:** _____

Reservation Fee Received: _____ _____**Revenue: 110-0000-364.44-12**

Event date:_____

<u>Event Information for Refunds:</u> (Print all Information)

Name for Check to be made out to: _____

Address: _____

_____

_____

Signature **Date**