



GARDENS GAZEBO RENTAL APPLICATION

Facility Address: 112 N. Salem Avenue, Sumter, SC 29150

For assistance, contact the Visitors Center, 822 W. Liberty, Sumter, South Carolina 29150

803-436-2640 | tourism@sumtersc.gov

GENERAL RULES (PLEASE CHECKMARK EACH LINE)

- A maximum of 50 guests are allowed at the Memorial Park Gazebo.
- Leave the gazebo and its 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.
- Inflatables are NOT permitted. No Balloons Allowed.
- Recreational equipment requires prior approval.
- Privacy is NOT guaranteed for weddings or parties.
- Tables or decorations of any kind must have prior approval.
- 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 (not provided). *Keep in mind that most garden functions are “stand up.” Hay bales, pine needle bales or any form of plant may NOT be used as seating.
- Large grills that must be pulled by a vehicle are NOT permitted, but small, portable grills are allowed through pedestrian gate.
- For weddings, etc. bird seed is acceptable; however, rice (or any type of food) and/or any type of paper or plastic material is NOT allowed to be thrown. This is considered litter/trash. All forms of trash must be picked up entirely from the grounds and disposed of properly.
- Smoking is Prohibited.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED.
- Parking is available in the lot located at 112 N. Salem Street. The parking lot cannot be closed for rentals and may not be adequate for larger events. No Parking on grass or in Memorial Park.
- 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 the operating hours of the park. Hours vary seasonally and are posted at the gate.
- Collection of entry fees or exchange of money is prohibited on City property.
- NO REFUNDS DUE TO INCLEMENT WEATHER.
- The city is not responsible for items left after an event.
- The person reserving the gazebo is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.

I (signature) _____ HAVE READ AND AGREE TO THE ABOVE
CONDITIONS FOR THE USE OF THE MEMORIAL PARK GAZEBO WITH THE UNDERSTANDING OF COMPLETE
RESPONSIBILITY OF ADHERENCE TO THE RULES.

RENTER INITIALS _____



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MEMORIAL PARK GAZEBO RENTAL RATES *(All Rentals Figured in One Hour Increments)*

A Deposit of \$100 is required to secure the requested date.

\$50.00 per two-hour increments (Maximum 4-hour rental. ONLY DURING NORMAL BUSINESS HOURS)

A deposit must be made to secure a date for the event. If the event is canceled, a two-week 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.

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.

**Price is subject to change.*

BLAND GARDENS GAZEBO HOURS OF RENTAL

Setup Time Begins	Event Begins	Event Ends	Cleanup Time Ends
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_____	_____	_____	_____
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Please check if you will be using any of the following:

- Outdoor cooking equipment
- Tables or Chairs (No more than 20 chairs may be brought into the gardens).
- Live Entertainment

TOTAL NUMBER OF ATTENDEES: _____
(Maximum occupancy is **50** total with adults and children)

Any guests more than the number stated above may result in immediate termination of the event and forfeiture of the security deposit. _____ *(initials)*

TYPE OF EVENT: _____

DETAILS: _____

RENTER INFORMATION:

PERSON RESPONSIBLE FOR USE & MUST BE PRESENT DURING THE EVENT. This person is responsible for all payments as well as any damages.

NAME: _____

ADDRESS: _____



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PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

FINAL REQUEST FOR RESERVATION:

I have read the conditions for the use of the Heath Pavilion 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 Print Name Date

 Signature of Visitors Center Staff Print Name Date

FOR OFFICE USE ONLY: Payment Information

Total Deposit: \$ _____ *Deposit Paid By:* _____ *Deposit Received Date:* _____

Total Cost of Rental: \$ _____ *Balance Due Date:* _____

Payment Received:

\$ _____ *Date:* _____ *Remaining Fee:* \$ _____ *cash__ check__ credit/debit__*

\$ _____ *Date:* _____ *Remaining Fee:* \$ _____ *cash__ check__ credit/debit__*

MEMORIAL PARK GAZEBO REFUND INFORMATION

The Memorial Park Gazebo has been inspected and the deposit may be refunded.

The Memorial Park Gazebo has been inspected and the conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Condition: _____

Event date: _____ *Signature of Visitors Center Staff:* _____ *Date:* _____

Name for Check to be made out to: _____

Full Mailing Address for Refund: _____

Account # for Deposit Refund: _____