

Name: _____ Rental Date: _____ Contact: _____

Fee/Deposit Received on: _____ Contract Signed on: _____ Deposit Returned on: _____

SUMTER COUNTY PATRIOT PARK PAVILION RENTAL AGREEMENT 380 General Drive, Sumter SC

It is the intent of Sumter County to make the rental of the Patriot Park Pavilion a pleasant experience for all renters. No rentals are permitted on Thanksgiving or Christmas.

With this in mind, we would like all procedures and rules to be clear to all.

1. Leave facility and equipment as it is found (**Renter's Initials** _____).
2. The consumption of alcoholic beverages while utilizing the facility is permitted; however, all cash bars **require a Beer/Wine Permit and or Liquor license issued by SCDOR (Renter's Initials** _____).
3. No papers, food leftovers, etc. are to be left in the building, gazebo or grounds. Additionally, all garbage must be removed from the building, and placed in garbage receptacle located outside (**Renter's Initials** _____).
4. Absolutely NO TAPE of any kind can be used on the building walls. Any damage or destruction to property or facility determined inexcusable and not normal wear and tear will be charged to the person signing the reservation agreement. (**Renter's Initials** _____).
5. No smoking in the building (**Renter's Initials** _____).
6. Security Personnel is required for all events. There is a 4-hour minimum for security and the cost per officer is \$176 for the first 4 hours and \$44 for each additional hour. Security fees must be paid at the time of reservation. Payment for all fees must be in the form of a credit/debit card, money order or check. (Renter's Initials _____).
7. Rental fee:
 - a. (**Renter's Initials** _____): The Patriot Park Pavilion rental fee includes the Multi-Purpose Room, Catering/Warming Kitchen, Covered open pavilion, and the Gazebo and is \$100 per hour (must include set-up and clean-up time) which is. Payment for all fees must be in the form of a credit/debit card, money order or check. Please make checks payable to Sumter County. A rental Deposit in the amount of **\$100** must also be paid at the time of reserving the facility. The rental fee, and deposit must be paid at the time of reservation. The deposit will be returned within two weeks when the County staff conducts the Post-Rental Inspection (in the presence of the renter), and determines the facility meets the criteria listed on the Post-Rental Inspection Checklist.
 - b. Any damages and failure to clean the facility will constitute the forfeiture of the deposit and the renter will be responsible for any additional cleaning fees or repairs in excess of the deposit paid. Under no circumstances will any partial deposits be returned.
 - c. The Post-Rental Inspection Checklist is included in this document; and the renter is required to review it prior to signing the rental agreement.

8. Cancellation:
- a. If the scheduled use of the facility is cancelled **14 or more days** before the reserved date, the entire amount paid will be refunded.
 - b. If cancellation is made **less than 14 days prior**, only the deposit will be refunded.
9. Return Checks: The renter will be responsible for any and all fees associated with returned checks. You must submit your payment in cash, certified check or money order within five (5) days.
 **** Failure to "make good" on returned checks within the five-day period will result in the notification of the proper authorities. ****

10. Tables and chairs will be arranged by County staff. Please indicate the size and number of tables and chairs requested.

(10) 6" Rectangular tables available	(10) 25" Cocktail tables available
(10) 72" Round tables available	(10) 60" Round tables available
100 Chairs available	

_____ Tables _____ Chairs

11. I have read and understand the Sumter County Patriot Park Pavilion Rental Agreement; and accept the terms under which it is written. (Renter's Initials _____)

Description/Purpose of Event: _____

Number of Attendees: _____

Renter's signature _____ **Date** _____

Address _____

Contact Number _____

Reservation Date _____

Hours Needed _____

Rental Fee Paid _____ **Rental Deposit Paid** _____