

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. All events must conclude by midnight.

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. No glitter is allowed.** 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. Reservations must be made 14 days prior to reservation date. All changes to reservation times must be made at least 14 days prior to the reservation date. (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). 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 thirty days after 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 reservation is cancelled for any reason once all fees are paid the renter will only receive the deposit back. Rental fees are nonrefundable.
- b. If cancellation is made and only the deposit has been paid, then the renter will be refunded the deposit amount minus a \$25.00 processing fee.

9. Return Checks: The renter will be responsible for 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 _____