

Spratt Building Doby Bridge Park Harris Street Park Calhoun Street Park
 Steele Street Park Gazebo Shelter Gazebo



Town of Fort Mill, South Carolina ~ Parks and Recreation Department

FACILITY RESERVATION AGREEMENT

This agreement between the Town of Fort Mill and _____
 (Individual's name renting space or Organization name)

enables the (Renter or Organization) to reserve space at _____
 (Park Name or Spratt Building)

on dates and times specified below for the purpose of: _____
 (Give event name i.e. birthday party, baby shower, etc.)

DATE OF RENTAL: _____ TIME OF RENTAL: FROM _____ TO _____

PERSON RESPONSIBLE (must be 21 years of age or older):

NAME: _____ HOME PHONE: (____) _____ - _____
 ADDRESS: _____ WORK PHONE: (____) _____ - _____
 _____ CELL PHONE: (____) _____ - _____
 EMAIL: _____

THE FOLLOWING FEES HAVE BEEN RECEIVED BY THE PARKS & RECREATION DEPARTMENT:

RENTAL FEE \$ _____
 EXTRA HOURS \$ _____ (____ # hours x \$ ____ per hour)
 OTHER FEE \$ _____ (Additional fees: Clean-up deposit, attendant fee, other: _____)
 SECURITY \$ _____ (____ # officers x \$ ____ per hour x ____ # hours)

TOTAL DUE \$ _____

AMOUNT PAID \$ _____ DATE PAID _____ RECEIPT # _____
 BALANCE DUE \$ _____ DATE DUE _____
 BALANCE PAID. \$ _____ DATE PAID _____ RECEIPT # _____
 \$ _____

DAMAGE FEE (if any) \$ _____ DATE _____ STAFF INITIALS ____
 REFUND AMOUNT (if any) \$ _____ DATE _____ STAFF INITIALS ____

The Town of Fort Mill reserves the right to cancel the reservation by written notice 30 days prior to the event.



CONDITIONS OF RESERVATION AGREEMENT

1. Cancellations and Rainouts. Park rentals are non-refundable. Cancellations must be provided within 7 business days prior to the event date. Contact Town Hall to reschedule. Rainout events must be reported within 2 business days following the rainout. – This applies to Park rentals ONLY.
2. In order to guarantee confirmation of rental, all fees must be paid in full at the signing of the agreement and at least two weeks prior to rental date. Failure to pay any monies outstanding by date specified may result in forfeiture of reservation and all monies paid. Cancellation of Spratt Building less than 2 weeks prior to the event will result in forfeiture of deposit.
3. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one chaperone per ten (10) youth. (List names, addresses and phone numbers of chaperones). For large gatherings of 100 or more, we may require at least two uniformed Town of Fort Mill police officers at \$30/hour each officer (number of officers required will be determined by Parks & Recreation Staff). Parks and Recreation will make arrangements for the officers. Fees are required at the signing of the agreement.
4. **NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED AT ANY TOWN OF FORT MILL PARK. (SPRATT BUILDING RENTER WILL ABIDE BY ALL STATE AND LOCAL STATUES AND ORDINANCES WITH RESPECT TO THE SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON PREMISES).**

**** See separate page for additional rules for the Spratt Building****

5. Person requesting use agrees to remain until all parties have left the facility, furniture and equipment have been returned to their original place, and the facility has been inspected by a Parks & Recreation staff member.
6. Attendants are required for all indoor rentals. They will be designated by Parks & Recreation staff and may not be a member of the renting party.
7. Lessee agrees to save, defend, and hold harmless the Town of Fort Mill, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee=s use of occupancy of any Town of Fort Mill, SC property or any activity conducted by Lessee on that property.
8. If any damages occur during rental, the person signing contract (Lessee) will be responsible for paying for those damages. **Facilities are to be left clean upon completion of the rental. This includes wiping counters and appliances, restrooms, removing decorations and trash.**
9. No food, drink or vendor sales are allowed in Parks unless approved by Parks & Recreation Staff. Other vendor sales are subject to Parks & Recreation Concessions policy.
10. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that is in compliance with the Town=s Noise Ordinance and out of consideration of the residents of the neighborhood nearest the Facility.
11. Violation of any of the agreement=s terms will result in the suspension of privileges to use any Town of Fort Mill facility, as well as loss of fees in some cases.
12. The Town of Fort Mill reserves the right to cancel the reservation by written notice 30 days prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for Town=s affairs. Fees are subject to change at any time.
13. **Any money due to renter will be returned by mail upon completion of the terms of this agreement to the person named above. These monies should be received two weeks after rental date.**

Signature of Person Requesting Use

Date Entered into Agreement

Signature of Parks & Recreation Director



**** Spratt Building Rental Rules ****

- ! No smoking allowed in the Spratt Building.
- ! No freestanding candles.
- ! No objects can be attached by any means to the walls, floors, or ceiling.
- ! No birdseed, rice, or confetti to be thrown in the building.
- ! No standing on tables or chairs.
- ! No kegs of beer are allowed if serving alcohol. Only bottle or canned beer are allowed.
- ! All functions must have adequate adult supervision.
- ! Artwork may not be removed without prior approval from the Town of Fort Mill
- All food and garbage must be removed from the Spratt Building following the event.

This is the renter's responsibility.

- ! Renter is responsible for any spills or large amounts of trash on the floor.
- ! No retail sales permitted on the premises.
- ! No admission fee can be charged or collected at the door.
- ! No recurring meetings can be scheduled unless frequency is less than once per month.
- **No pets allowed** with the exception of guide dogs for handicapped individuals.

Emergency Contact Numbers:

(803) 547-2116 or 547-2022