



GARDEN STREET SHELTER RENTAL APPLICATION

Facility Address: 350 Garden Street, Sumter, SC 29150

For assistance, contact the Visitors Center, 822 W. Liberty Street, Sumter, South Carolina 29150
803-436-2640 | tourism@sumtersc.gov

GENERAL RULES (YOU MUST READ AND CHECKMARK EACH LINE):

- A maximum of 50 guests are allowed at the Garden Street Shelter.
- Parking is available in the lot located at the end of Garden Street behind the Heath Pavilion. Parking is NOT permitted along Garden Street or in the parking lot of Swan Lake Apartments. VIOLATORS WILL BE TOWED AT THE OWNER’S EXPENSE!
- Temporary loading and unloading is allowed at the Garden Street gate.
- Large grills that must be pulled by a vehicle are NOT permitted, but small, portable grills are allowed through pedestrian gate.
- Inflatables are NOT permitted. No Balloons Allowed.
- Leave the shelter and surrounding area as you found it.
- Recreational equipment requires prior approval.
- All trash under the shelter and/or on the grounds MUST be removed.
- Decorations can be attached using tape, ribbon, or soft wire and must be removed prior to leaving. Tacks, staples, or nails are NOT allowed.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED.
- SMOKING IS PROHIBITED ON THE GROUNDS OF SWAN LAKE IRIS GARDENS.
- Picking of any vegetation is NOT allowed.
- NO pets, tents, umbrellas, bicycles, radios, fireworks, or fishing allowed.
- NO live entertainment is permitted without prior consent.
- 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.
- Collection of entry fees or exchange of money is prohibited on City property.
- Activities must take place during the operating hours of the park. Hours vary seasonally and are posted at the gate.
- The person reserving the shelter 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 GARDEN STREET SHELTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF
ADHERENCE TO THE RULES.



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GARDEN STREET SHELTER RENTAL RATES

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

- Monday – Saturday 10 AM – 6 PM \$100.00
- Sunday – 2 PM – 6 PM \$100.00

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.*

GARDEN STREET SHELTER HOURS OF RENTAL

Setup Time Begins	Event Begins	Event Ends	Cleanup Time Ends
_____	_____	_____	_____

Please check if you will be using any of the following:

- Outdoor cooking equipment
- Tables or Chairs
- 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 __

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

GARDEN STREET SHELTER REFUND INFORMATION

The Garden Street Shelter has been inspected and the deposit may be refunded.

The Garden Street Shelter 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: _____