



Parks and Recreation Facilities Rental Form

Application

Today's Date: _____ Applicant: _____

Event Title: _____

Event Date(s): _____ Event Start Time: _____ Event End Time: _____

*Rentals are available between the hours of 8 a.m. – 12 a.m. (midnight) daily.

Contact Information (This person should be reachable the day of the event)

Name: _____ Email Address: _____

Address: _____

Phone: _____ Cell: _____

Event Description:

Caterer Information (if applicable):

Name: _____ Business License Number: _____

Email Address: _____ Phone Number: _____

Fees:

| Coach T.B. Thomas Sports Center | | Baseball/Softball Fields | | Multipurpose Fields | |
|--|-------|--|-------|--------------------------------------|-------|
| Gym Rental (8 Hours) | \$400 | Tournament/Special Event (Per Complex) | \$400 | Tournament/Special Event (Per Field) | \$300 |
| Gym Rental (4 Hours) | \$200 | One Field (Per Day) | \$100 | One Field (Per Day) | \$100 |
| Gym Rental (Per Hour) | \$50 | One Field (Per Hour)* | \$35 | One Field (Per Hour)* | \$25 |
| Multipurpose Conference Room (Per Hour)* | \$25 | Field Lights (Per Hour) | \$50 | Field Lights (Per Hour) | \$50 |
| Rentals Outside of Normal Hours (Per Hour) | \$25 | Security Deposit (Refundable) | \$50 | Security Deposit (Refundable) | \$50 |
| Security Deposit (Refundable) | \$50 | | | | |

*Denotes a 2 hour minimum rental time.

Rental Fee: _____ Deposit: _____ Extra Fees: _____ Total Due: _____

-----FOR OFFICE USE ONLY-----

| | | | |
|---------------|------------|---------------------------------|-----------|
| Payment \$ | Payment \$ | Deposit Paid \$ | |
| Receipt # | Receipt # | Deposit Returned \$ | |
| Date: | Date: | Date: | Initials: |
| Amount due \$ | By: | Insurance Certificate Attached: | |

Rules and Regulations

The City of Hartsville and Staff of the Parks and Recreation Department welcome you and your party to our Parks and Recreation Department facilities. The following conditions and terms apply in the use of our facilities. Feel free to reach out to us with any questions you may have about booking your next event in our facilities!

Set up and break down of the event must occur between the scheduled times of your event rental. Once the facility is opened, it must be supervised for entire event by Parks and Recreation Department staff at a rate of \$20 per hour.

Capacity: The City of Hartsville fire Code Capacity limit is 500 people in the Coach T.B. Thomas Sports Center.

Deposit: To secure a reservation, the Applicant must pay 50% of the total rental fee + \$50 refundable security deposit in order to secure the date. The balance is due, in full, at least fourteen days prior to the scheduled event.

Damage Deposit Required: The City of Hartsville will inspect the facility and equipment before and after each event. Failure to comply with rules and/or regulations may result in forfeiture of all or a portion of the \$50 security deposit. The applicant is responsible for any damage occurring to the facility, grounds, or equipment during the rental time. Additional charges will be assessed when needed to satisfy repair costs exceeding the deposit amount. The \$50 security deposit will be refunded by the City of Hartsville if the facility is left in satisfactory condition after the facility has been inspected. Deposits will be mailed within 15 business days unless otherwise noted.

Cancellations: Failure to notify the Parks and Recreation Department Supervisor of a cancelled event within 30 days of your event will result in the loss of the rental deposit.

Alcohol: Alcohol is permitted in the Coach T.B. Thomas Sports Center with the purchase of a Tenant User Liquor Liability Insurance Policy. Alcohol cannot be sold on premise. Removal of cans and bottles is the Applicant's responsibility. No alcohol is allowed outdoors in the park area.

Catering: Any caterer providing services for a function at a Parks and Recreation Department facility must possess a current City of Hartsville business license to provide catering services. A copy of the business license must be on file with the Parks and Recreation Department Supervisor two weeks prior to the rental date. The City of Hartsville does not supply or provide plates, utensils, linens, tablecloths, or other preparation materials. The Applicant is responsible for preparation and cleanup of the facility as listed in the next two sections.

Set-Up: Serving and dining tables are the responsibility of the Applicant. All tables and chairs must have protective table and chair leg ends to protect the gym floor.

Cleanup: Food, garbage, and recyclables must be placed in the appropriate containers. Cleanup process must be completed and ready for inspection by 12 a.m. (midnight). **No exceptions.**

Floors must be cleaned (brooms and dust mops provided). Floors do not have to be wet-mopped unless food, beverages, etc. are spilled or mud is present. Get approval of the Event Staff on duty before doing wet-mopping.

Bathrooms are to be cleaned and left in a presentable manner.

The Applicant is responsible for policing and removing any litter within the rental area, including areas outside of the Coach T.B. Thomas Sports Center following the event. Birdseed is the only substance that may be thrown outside of the building.

Failure to comply with stated cleaning procedures will require a charge of hourly wage for the City of Hartsville employee(s) required to clean the facilities will be assessed.



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Miscellaneous Guidelines:

Events held on City of Hartsville property will not discriminate on the basis of race, religion, color, national origin, sex, disability, sexual orientation, or age.

Tobacco use of any kind is prohibited on all City of Hartsville property.

Only removable tape can be put on walls. No tacks, staples, or nails are allowed.

Dancing is permitted with the exception of clogging and tap dancing.

The City of Hartsville reserves the right to limit the sound amplification equipment.

Parks and Recreation Department Staff may be on duty to assist during the opening and closing procedures. The staff is NOT there to serve, move furniture, or clean up after the event, etc.

Parking is allowed only in designated areas.

All parties involved must adhere to all posted rules and regulations within the complex.

As the applicant, you assume full responsibility for the entire facility, caterers, band, etc. and the responsibilities that apply to each.

Applicant’s Liability & Applicant’s Indemnification of City: The City of Hartsville accepts no responsibility for injuries on the Byerly Park and/or Coach T.B. Thomas Sports Center facilities or premises unless directly caused by negligence by the City. Applicant assumes all risks, known and unknown, for any and all losses or damages to Applicant, its agents, employees and subcontractors, as well as to anyone else, which arise from Applicant’s use of the Byerly Park and/or Coach T.B. Thomas Sports Center and/or its equipment, facilities and grounds, before, during and after applicant’s said event, including liabilities arising from the actions of Applicant, its employees, agents, volunteers, assistants, caterers, band members, etc. Applicant further agrees to fully indemnify the City and to hold the City harmless from any and all such claims, including costs and attorney fees incurred by the City, and regardless of whether the City is sought to be held liable, jointly or severally, and regardless of whether the City is found to be legally liable, jointly or severally, for any such claims.

The applicant is required to provide a certificate of general/property liability insurance through their personal carrier, or through the Tenant User Liability Insurance Program, for one million (\$1,000,000) dollars. The City of Hartsville must be named as additional insured on applicable liability coverage’s. Applicant must purchase a policy with the Tenant User Liability Insurance Program when serving alcohol at www.hartsvillesc.gov/tulip and ID Code is 0501-668. For more information on TULIP program call 803.354.4752.

Applicant’s Liability for Casualty Losses and Damages: Applicant agrees to be, and shall be, fully responsible to the City for any damages or losses occurring to the T.B. Thomas Sports Center, its furnishings and equipment, before, during or after the said event.

Applicant Not City’s Employee or Agent: It is fully understood and agreed by the Applicant that all pertinent times, and for the duration of this contract, the Applicant is, and shall always be considered to be, an independent party or entity from the City, and the Applicant shall not be, not be considered to be, in an employer- employee relationship with the City or in any form of agency relationship with the City.

I have read, understood and agree to abide by the terms of this contract. I understand that I am fully responsible for assuring that all attendees at the event will follow the Rules and Regulations. I agree to adhere to all conditions of this contract.

Applicant Signature

Date

Parks & Recreation Representative Signature

Date