

Florence County Parks and Recreation Conditions of Event Rental Agreement

Name: _____ Facility: _____ Date: _____ Time: _____

Any organization holding an event at a facility under the control of Florence County Parks and Recreation (FCPR) shall follow the rules listed below. FCPR reserves the right to accept, reject, or modify an event based on the impact or the overall benefit to the community.

Florence County Recreation Commission approval is required for any event expected to draw in excess of 1,000 people and/or will have a considerable impact on our parks. Requests shall be submitted to FCPR no later the second Tuesday of each month by 12:00 noon.

The possession of alcoholic beverages at the event, or by event participants, must be pre-approved by FCPR. Any evidence of non-approved alcohol use on property will result in a forfeiture of refundable portion of rental fees.

For all Event Space Rentals:

1. You must be 21 or older to rent a facility with FCPR.
2. If you cannot have your event on the date/time indicated above, you should contact FCPR at (843) 667-0920. Notification must be made at least 48 hours prior to your scheduled rental. All fees will be refunded, provided this requirement has been met. No refunds will be given if notification is not made at least 48 hours prior to scheduled event.
3. Failure to pay any monies outstanding, by the date specified, may result in forfeiture of reservation, and all monies paid.
4. FCPR participates in the Twelfth Judicial Circuit Solicitor's Office Worthless Check Program. The Worthless Check Program was established to assist merchants and citizens in the collection and prosecution of worthless checks.
5. Lessee shall release FCPR from any liability and hold FCPR harmless from claims resulting from the leased premises during the term of the use. Lessee may be responsible for obtaining liability insurance coverage (minimum \$1M) for each event. If required, a Certificate of Liability insurance verifying this coverage must be submitted at least one week prior to the event for approval. FCPR shall be named as an "Additional Insured" and the Certificate Holder on the policy. FCPR reserves the right to require a higher aggregate amount of liability insurance coverage for some events.
6. The sale of any items (food, clothing, merchandise, etc.), or any admission fees, must be pre-approved by FCPR. FCPR reserves the right to charge a fee to any vendor, or to deny permission for the sale of items. Any approved vendors will also be required to provide Certificate of Liability insurance listing Florence County Government as the "Additional Insured" as well as the "Certificate Holder." For all activities where an admission fee is charged, the rental fee shall be one-third (1/3) of the admission receipts, or a pre-designated amount of the rental fee, whichever amount is greater.
7. Lessee shall not assign, nor sublet, the premises, or any portion thereof.
8. Crowds must be orderly, with no amplified music that may disrupt other rental spaces, park users or surrounding residents.
9. Event, nor event participants, must not prohibit or impede access to public restrooms, roadways, walkways, or trails.
10. All vehicles must park in designated areas and may not park on the grass or walkways. Lessee is responsible for any damage to grass or walkways caused by improper parking. If a vehicle is parked illegally, every effort will be made to locate the owner during the event; however, if the owner is not located, the vehicle will be towed at the owner's expense. Any unauthorized vehicles left in the park overnight will also be towed at the owner's expense.

11. All youth participants must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one (1) chaperone per ten (10) youth. For large gatherings (250+participants), FCPR may require the presence of Florence County Sheriff's Office uniformed deputies, at a rate established by the Florence County Sheriff's Office. If required, the number of deputies will be determined by the Florence County Sheriff's Office. FCPR staff will secure and schedule law enforcement personnel; however, all fees for this service must be paid for, in advance, by Lessee.
12. Lessee agrees to remain on-site until all parties have left the premises, and all equipment and furniture have been returned to their original location. Any equipment, materials, etc. brought in by the Lessee must be removed from the premises by the time indicated in the contract above – leaving items past the rental time will result in a loss of refundable portion of the rental fee (amount to be determined based on subsequent rental schedule).
13. Lessee agrees to save, defend, and hold harmless Florence County, and its agents/employees, for any and all claims for damage or injury (including death) and property damages arising from Lessee's use or occupancy of a Florence County property or any activity conducted by Lessee on that property.
14. Lessee is responsible for securing Port-A-Potties for any event exceeding 1,000 people. One (1) Port-A-Potty per 300 people over 1,000 is the required ratio. In accordance with ADA standards, at least one (1) portable toilet shall be handicapped-accessible. Lessee assumes responsibility for all arrangements (drop off/pick up), as well as any fees associated with their use.
15. Only service animals are permitted within indoor facilities. At outdoor facilities, pets must be kept on a leash no longer than 6 feet in length.

Community Building Rentals:

16. For all Community Building rentals, a \$150 portion of the rental fee is fully refundable (approximately three (3) weeks after the event) if the Lessee adheres to all requirements outlined in this rental agreement, including exiting the premises at the time listed above, and leaving the dwelling reasonably clean with no damage or loss.

If the Lessee fails to meet any of the requirements, FCPR may use all, or a portion, of this amount to cover cleaning, repairs, or replacements. If costs exceed the \$150 amount, Lessee must pay the remaining balance. Failure to do so may result in legal action, and Lessee will be responsible for all related costs, including attorney fees. Additionally, Lessee may lose the privilege to rent other County facilities.

Picnic Shelter Rentals:

17. As a convenience, FCPR has a grill at each picnic shelter. For safety reasons, personal grills or cookers are not allowed within fenced areas and must remain in designated parking areas.
18. Electricity is not available at picnic shelters. Generators are not permitted.
19. Pets must be kept on a leash no longer than 6 feet in length.
20. Fires are prohibited except within designated fireplaces or grills.

Signature

Date

Name (printed)