



Park Rental Agreement

Date: _____

Lessee Name: _____

LESSEE represents that the event is hosted by LESSEE

Phone: _____ E-mail _____

Lessee Address, City, State Zip Code: _____

Mailing Address, City, State, Zip Code: (For refund if address is different than above)

Park: Pineland Manor Park Wide Awake Park

Nature of Event: _____

Is there a cover fee for attendance? If YES. Provide copy of SC DOR Admissions License.

Reservation Date: _____ Time for gate/building to be opened: _____ am / pm

Time of Event: Start _____ am / pm End _____ am / pm (no later than 9:00 pm)

Anticipated Guest Total: _____ (no more than 150 people at Wide Awake Park; 50 at Manor Park and 25 at Pineland Park Buildings)

Wedding Planner: (if any) _____ Phone #: _____

Bride & Groom Names: _____

RESERVATION: A complete application and full deposit confirms your reservation. We are unable to pre-reserve any dates. A refundable damage fee is applicable to all rentals and will be deducted from refund plus any non-compliance/damage fees. Lessee must be 21 years or older and provide photo ID at time of signing.

Events are not allowed to continue past 9:00 p.m. Failure to comply will result in loss of deposit and denial of future use of any the TOWN park.

All changes to the contract or cancellations must be in writing (letter or email) and accepted by the TOWN'S staff. Please use this email address, egathers@townofhollywood.org, if necessary.

Lessee's initial represents their agreement with and understanding of the following:

_____ **Access:** You will be given an escorted tour by the TOWN staff as to the allowed use of the facility prior to your event. This is done by appointment only on Wednesday's between 2pm and 4:30pm. You must schedule a time for this to occur. Failure to meet with the TOWN staff at requested time for opening of park on rental day will result in forfeiture of deposit. Failure of vendors to comply with rules and requests of the TOWN staff will result in forfeiture of deposit.

_____ Set up can only be done day of the event. Removal of trash, rental items, decorations and cleaning of forfeited grounds and building must be done within one (1) hour from the end of your event. Otherwise, the deposit will be forfeited. The TOWN will arrange for your venue to be opened before your event and locked after. The building and gate will be promptly secured at this time.

_____ Remaining decorations, vehicles or outside rental items must be collected on the next business day (if items are stored in the building) or public open day (for items left on the ground, i.e. a vehicle). The TOWN recommends that music and the service of food/beverage terminate by 9:00 pm in order to facilitate the orderly completion of the event.

_____ Fees: The rental rate includes the items listed below.

Manor Park

2 long tables, 6 round tables and 60 chairs

Pineland Park

2 long tables and 20 chairs

If available, additional tables and chairs may be rented for Manor and Pineland Parks.

Wide Awake Park all items must be rented. THE TOWN OF HOLLYWOOD chairs are not permitted on the grounds. You may place rented chairs on the grounds. All rental items must be requested for availability and paid for in full one week prior to event. The TOWN cannot guarantee availability of items if not rented at time of signing this agreement. All outside rental items must be removed from park on the day of event by 9:00 pm.

_____ Additional rental rates are as follow:

Folding chairs- \$1each, 60 in round tables-\$8 each and long tables-\$8 each. Payment for these rental items will confirm reservation of such. All chair and table rentals must be requested and paid for one (1) week prior to rental date. **No changes/refunds of these items will be considered the week of the rental.**

_____ After rental, all tables and chairs are to be placed how it is met. Any charges for property repairs, replacement or clean up services required after conclusion of an event will be deducted from the deposit **prior** to a refund of such to the LESSEE. If no damages/issues (non-compliance of time) occur, the entire deposit will be refunded within ten (10) business days. The TOWN reserves the right to withhold from LESSEE any fees for damages or non-compliance of time incurred by LESSEE'S use of the park.

_____ If you need to reserve the park, after public hours, for wedding rehearsal and/or rehearsal dinner we can arrange for your access at a rate of \$1500.00. **Subject to availability.** If the park is rented by another group, a rehearsal is not permitted.

_____ LESSEE agrees to pay a \$25 service charge for all returned checks.

_____ **Water Slides: ARE NOT PERMITTED ON ANY OF THE PARKS**

_____ **CANCELLATION POLICY:** In the event of the TOWN cancels this contract at any time, all funds received from LESSEE will be fully refunded. Acts of Nature which **recommend** evacuation will constitute total refund of all fees paid for reservation.

_____ Otherwise, should LESSEE cancel the contract, liquidated damages shall be paid to the TOWN. Any refunds due as a result of LESSEE cancellation under this provision shall be made in accordance with the following schedule: 1) if cancellation date is ninety (90) days or more prior to the event, 75% of all monies paid will be refunded; 2) if cancellation date is between sixty (60) and eighty nine (89) days prior to the event, 50% of all monies paid will be refunded; 3) if cancellation date is between thirty (30) and fifty nine (59) days prior to the event, 25% of all monies paid will be refunded; and 4) if cancellation date is between one (1) and twenty nine (29) days prior to the event, 0% of all monies paid will be refunded.

_____ **ALCOHOL:** All bars must be hosted. **Any sale of liquor must be permitted under a special event license from SC Dept. of Revenue; a copy of which must be submitted to the office at the time of final reservation payment.** Alcoholic beverages shall not be consumed by anyone less than 21 years of age. Any violations of this mandate would threaten the potential liabilities of the TOWN and therefore is grounds, within the sole and absolute discretion of the TOWN, for terminating this Contract without notice and without a refund to the LESSEE. LESSEE shall assure that no conduct or an activity on the grounds violates any Town, County or State ordinances or laws.

_____ **BUILDING/GAZEBO:** Use of the building on-site must be specified with the TOWN'S staff prior to event to ensure your intentions are acceptable and that the TOWN can accommodate your needs. Decorations are allowed with "Command" damage free hanging items ONLY. No nails, screws, masking tape, duct tape, packaging tape, tacks, staples or any items that will make a hole or damage walls, ceilings, floors, doors, wood or remove paint are allowed. All decorations must be removed at the end of the event.

_____ **TRASH** must be removed from the building and grounds. Wide Awake rentals may use the dumpster on site. The use of confetti or rice is prohibited on the grounds. LESSEE must provide their own trash liners beyond what is made available.

_____ Wide Awake Park- No vehicles are to be driven inside of the building. Evidence of such, i.e. tire tracks, will result in loss of deposit.

_____ Car shows are not allowed on the grounds of any the TOWN facility. Vehicles cannot be set up/displayed on any grounds.

_____ **CONDUCT:** Should police be called for disorderly, illegal or life-threatening activity at your event, you may be banned from the privilege to utilize this or all facilities owned by the TOWN. This will cancel out already reserved future dates as well. When the TOWN personnel are notified you will be asked to cease activities and vacate the facility immediately. This is a public safety threat and will not be tolerated by the Center. In event of an emergency that requires fire, police or emergency medical personnel, LESSEE agrees to call 911 immediately and then notify center staff at the contact number provided. In these cases, the TOWN would act in the same manner and the emergency response may be unduly delayed if LESSEE delays. The TOWN'S staff personnel are not trained or qualified to administer emergency services or medical center. The Staff may be called at the office during business hours of Monday- Friday 8:00 AM to 5:00PM at (843) 889-3222. **YOU WILL BE PROVIDED A STAFF CONTACT NUMBER THE DAY OF YOUR RENTAL.**

_____ LESSEE agrees to be responsible for any damage to the building or any part of the park by the LESSEE, his/her guests, invitees, employees, independent contractors, or other agents. The TOWN will not assume or accept responsibility for conditions beyond the control of the TOWN, or damage to or loss of any merchandise or articles left in the building or on the grounds prior to, during, or following the LESSEE'S event.

_____ **FIREWORKS:** Due to the facilities being in extreme close- proximity to residential property; we prohibit the use of firearms, fireworks, or any ignition of explosive devices.

_____ **PARKING:** The lot space reserved for parking can accommodate a small number of mid-sized vehicles. Please use this specified area for all parking needs. **DO NOT** park on the grass in all other areas, on the outside of the park fence or any privately owned property around the park as your vehicle may be subject to towing. At **Wide Awake Park**, the parking attendants are there to provide a service to ensure that the guest are not inconvenienced when ready to leave. Please have guest adhere to their instructions.

_____ The park is accepted "as is" by execution of this agreement and taking possession of the park, LESSEE shall be deemed to have accepted the park as being in acceptable order, condition and repair. LESSEE should submit a list of discrepancies to the TOWN prior to the commencement of the event the TOWN and LESSEE agree that not all buildings and grounds of the Parks are accessible to disabled persons, and that the TOWN shall bear no responsibility for ensuring that its building and grounds are accessible to disabled persons. LESSEE agrees to inspect the park and building prior to or within 72 hours of signing the contract to ensure suitability for the planned event and the anticipated guests or supporting equipment.

_____ LESSEE shall indemnify, defend, and hold the TOWN harmless from and against any and all damages, losses, claims, judgments and costs (including attorneys' fees), unless caused solely by gross negligence or willful misconduct by The TOWN'S staff, employees, agents or contractors, arising from (a) LESSEE'S use of the building and grounds, or (b) from LESSEE'S activities in the building or on the grounds, or (c) from anything done, permitted or suffered by LESSEE in the building or on the grounds, or (d) from LESSEE'S failure to observe or perform any agreement or promise under this agreement.

_____ The TOWN reserves the right to cancel this agreement at any time, with or without notice, in the event of any term, condition or promise in this agreement has been or is being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing. If the TOWN brings any action to enforce any of the terms, conditions or promises in this contract, it shall be entitled to its reasonable attorney's fees incurred in such an action.

VIOLATION OF ANY PORTION OF THIS CONTRACT FORFEITS DEPOSIT

(LESSEE NAME & PHONE)

(RENTAL DATE)

SELECT ONE

- _____ WIDE AWAKE PARK: Residents \$2500.00. Non- Residents \$3500.00. Refundable damage fee \$500.00
_____ MANOR PARK: \$750.00. Refundable damage fee \$200.00
_____ PINELAND PARK: \$500.00. Refundable damage fee \$100.00

RENTAL FEE \$ _____ number of days _____

ADDITIONAL CHARGES:

_____ round tables @ \$8 each = \$ _____
_____ long tables @ \$8 each = \$ _____
_____ chairs @ \$1 each = \$ _____

Wedding rehearsals and rehearsal dinner \$1500.00 \$ _____

Total Additional Charges \$ _____

TOTAL DUE \$ _____

DEPOSIT:

DEPOSIT REQUIRED: One half of the rental plus the damage fee with a completed application is needed to secure reservation.

Reservation deposit paid in the amount of \$ _____ on the _____ day of _____, 20____.

Payment of \$ _____ made on _____ / _____ / _____ New balance due: \$ _____

Payment of \$ _____ made on _____ / _____ / _____ New balance due: \$ _____

Payment of \$ _____ made on _____ / _____ / _____ New balance due: \$ _____

Full balance due by: _____ / _____ / _____ (30 days prior to event)

It is understood by LESSEE that this agreement is tentative and not binding until initial payment and signed agreement is received by the TOWN.

LESSEE Signature

Date

TOWN STAFF Signature

Date