

Park Use Agreement

Please Print

Name of Applicant _____

Organization _____

Address _____

City _____ **State** _____ **Zip Code** _____

Telephone Number _____ **Alt Telephone Number** _____

Email Address _____

Park/Facility to be used: _____

Specific area to be reserved _____

Date of the Event: _____ **Expected Attendance:** _____

****See page 3 for rental prices****

Set Up Time: _____ **Event Starting Time:** _____

Event Ending Time: _____ **End Cleanup Time:** _____

Describe in detail the type of event/activity: (Ex: Wedding, Birthday Party, Dinners, Reception, Etc.)

Note: Bathrooms may or may not be available for rentals. Bathrooms are only available at Timrod Park, Northwest Park, Dr. Iola Jones Park and Levy Park.

Note: The main area, kitchen, and bathrooms of the community center are the only spaces available for rent.

Will you need access to park area for loading/unloading? _____

Will electricity be needed? _____
If yes, what are the power requirements? _____

Will the event have security? _____

Will food and/or drinks be served? _____

Park Use Agreement

Are you proposing to serve any alcoholic beverages? _____

Note: To serve alcoholic beverages a SC Dept. of Revenue license is required, and special permission must be obtained by the City of Florence and the Florence Police Chief. In addition, if approved, the lessee must provide proof of liquor liability insurance and name the City of Florence as an additional insured.

Note: The only Parks, Recreation, & Sports Tourism facilities which allow alcoholic beverages at this time are the Dr. Eddie Floyd Tennis Center, Florence Soccer Complex, Sports Complex Stadium and the Lawton-Chase House.

You will need to show proof of insurance 10 days prior to your event. Initial here: _____
 See "Proof of Insurance" on the following pages for more information.

I have read the City of Florence Parks, Recreation, & Sports Tourism Facilities Use and Rental Guidelines and agree to abide by the conditions stated therein. I also understand that we may have to appear before the Parks & Beautification Commission for approval of event. I also agree to provide the City of Florence, if required, a Certificate of Insurance naming the City as Additional Insured. I also understand that full payment be made to a Parks, Recreation, & Sports Tourism staff at least 10 days prior to date of usage. Rental fees are located on Page 3 and can also be obtained by visiting the City of Florence Parks, Recreation, & Sports Tourism Department.

 Applicant Signature _____
 Date

This portion needs to be filled out by a City of Florence Parks, Recreation, & Sports Tourism Staff.

USAGE FEE \$ _____ DEPOSIT FEES _____
 TOTAL = _____

Approved By: _____
 (Parks, Recreation, & Sports Tourism Staff) _____
 Date & Time Received

Office Phone: 843-665-3253 Police Phone: 843-665-3191

Price List for Park Amenities and Facilities

Park Amenities/Facilities	Cost
Picnic Shelter	\$80 for the day (9:00am—6:00pm) \$40 per time block (9:00am—1:00pm or 2:00pm—6:00pm) \$10 per hr. for additional hrs.
Gazebo	\$80 for the day (9:00am—6:00pm) \$40 per time block (9:00am—1:00pm or 2:00pm—6:00pm) \$10 per hr. for additional hrs.
Amphitheater	\$80 for the day (9:00am—6:00pm) \$40 per time block (9:00am—1:00pm or 2:00pm—6:00pm) \$10 per hr. for additional hrs.
Community Center	\$40 per hour \$125 Refundable Deposit 8:00am—8:00pm 6 hrs. max per event \$40 per hr. for Overtime hrs.
Baseball/Softball League Athletic Fields	2hrs. w/o lights \$30 2hrs. w/ lights \$50 Set time blocks below 9am-11am, 12pm-2pm, 3pm-5pm

Credit Card Authorization Form

Name on the card: _____

Type of card: Visa _____ MC _____ AmEx _____ Discover _____ Other _____

Card Number: _____

Security Code: _____ Expiration Date: _____

Billing Address: _____

City, State and Zip: _____

Phone Number: _____

Event Date: _____ Event Location: _____

By signing this form, you authorize the City of Florence Parks, Recreation, and Sports tourism Department to charge your card for any additional charges incurred during your rental.

Signed: _____ Date: _____

For COF staff use only

Amount to be charged: _____

Description of Charges: _____

Date Charged: _____

COF Staff Signature: _____

**Parks, Recreation, & Sports Tourism Facilities
Use and Rental Guidelines**

Proof of insurance:

The Lessee shall provide to the City of Florence Parks, Recreation, & Sports Tourism at least 10 days prior to the scheduled date of usage, proof of liability insurance acceptable to the City of Florence in which the City, sponsor(s), vendor(s), and performer(s) are additional insureds. The Certificate of Insurance confirming coverage should indicate in the description of operations section the name of the event, date(s) of the event and activities encompassed in the event. The liability insurance should provide a minimum policy limit of \$1,000,000 per occurrence, \$2,000,000 for products/completed operations and general aggregate. The exact terms and conditions of such policy shall be specified by and meet the specifications of the City of Florence.

If Lessee does not have proper insurance coverage, it may be obtained through the Municipal Association of SC TULIP Program.

Compliance:

The Lessee shall comply with all laws, ordinances and regulations adopted or established by federal, state, county or city governmental agencies and the Lessee shall not suffer or permit to be done anything on said premises in violation of such laws, ordinances, or regulations.

Payment of Fees:

All applicable fees shall be paid at least ten (10) business days prior to the scheduled date of the event. Any applicable licenses or permits shall be obtained and proof of same be provided prior to the payment of fees and execution of this agreement. Failure to pay and/or obtain licenses, insurance and permits as noted will result in denial of use by the City of Florence. The City of Florence reserves the right to seek restitution for any loss of revenues resulting from Lessee's failure to pay.

Cancellation Policy:

To receive full refund for cancellation, notification and a request must be made 2 days prior to the event.

Hold Harmless:

The Lessee shall defend, indemnify and hold harmless the City of Florence, its officials, agents, servants and/or employees, each severally and jointly, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of every kind and description, including, but not by way of limitation, any and all direct and indirect costs of defense made against or incurred by such indemnities as a direct or indirect consequence of injury, sickness or disease, including death, to persons, injury or destructions of property, including without limitation the loss of use of such property, and any other cause of action whatsoever arising out of or resulting from or which would not have occurred or existed by for the existence of the Lease and Agreement. This indemnity shall include, but not by way of limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused or alleged to have been caused by any negligent or other act of any such indemnities.

Security:

It is agreed that the City of Florence shall not be responsible for providing any security to the property or persons of the sponsor, performer, or the agents, servants, invitees and/or permittees of the Lessee. Any security provided by the City of Florence shall be for the sole benefit of the City of Florence only. If Lessee determines that additional security is needed, coordination should be made to employ off-duty City of Florence police officers at a cost to be incurred solely by the Lessee.

Other Conditions:

In permitting the use of the premises, the City of Florence retains the right, but not the duty, to enforce all necessary and proper rules for the management and operation of the premises. City of Florence employees and their designated agents shall be granted full access to the site without any restrictions whatsoever. It is understood that the Lessee shall not permit any event to be held upon the premises which would be offensive to public morals. Sound loudness levels of performances shall comply with all local ordinances. In the event that Lessee violates these regulations, the City of Florence reserves the right to immediately terminate the activity and/or performance and demand that Lessee immediately vacate the premises.

Damages:

The Lessee shall be liable to the City of Florence for all damages to the property or adjacent property. Lessee shall pay to the City of Florence the cost of repairs or replacement for any and all damage of whatever origin or nature which might have occurred during the term of the period of this lease.

Cleanup:

It is agreed that the City of Florence shall not be responsible for providing any event setup or cleanup unless otherwise stipulated in writing. Lessee shall be responsible for leaving event area in the same condition as they found it prior to the setup of the event. Trash shall be properly disposed of.

Assignment:

The Lessee shall not assign or sublet the premises and space covered by this agreement without the express written consent of the City of Florence.

Other Conditions:

This instrument contains the entire agreement between the parties and shall not be modified except by written instrument. Any matters not expressly provided for herein shall be governed by the sole discretion and direction of the City of Florence.

Lessee:

Printed Name: _____
 Signature: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: _____
 Email: _____

**IMPORTANT:
 PERMISSION TO USE THE SPACE REQUESTED IS NOT CONSIDERED APPROVED UNTIL
 YOU RECEIVE A COPY OF THE ENTIRE AGREEMENT APPROVED AND SIGNED BY THE
 CITY OF FLORENCE DESIGNEE.**