



Town of Pendleton 646-9409 Phone
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Pendleton, SC 29670
www.townofpendleton.org

Form last updated
05/03/2023 by ac

SCHEDULE OF FEES FOR RENTAL OF TOWN FACILITIES:

Depot Building: \$75.00 (Resident) \$125.00 (Non Resident) – Available from 8 am – 10 pm
Shelters at Veterans Park: \$45.00(Resident) \$55.00 (Non Resident)/per 3 hour increments –
Available from Dawn - Dusk

Cancellations must be made 48 hours in advance of use to be eligible for a refund and 24 hours in advance of use to reschedule date. Please call 646-9073 to cancel. The rescheduled date must be within 30 days of your original date.

KEYS MAY BE SIGNED OUT FOR THE DEPOT BUILDING ONLY- The restroom facilities at Veteran's Park are locked at 4:30 pm. If you need the restrooms after hours, there is a \$60 fee (Resident) \$85 (Non Resident) and you must complete another form. Please see Town Hall staff for more information.

IF KEY IS NOT RETURNED BY 9AM THE NEXT DAY YOU WILL BE CHARGED FOR ANOTHER DAY OF USE FOR THE FACILITY .

IF YOU FAIL TO RETURN THE KEY TO TOWN HALL IMMEDIATELY AFTER USE OR LOSE THE KEY, YOU WILL BE BILLED FOR THE COST TO REPLACE THE KEY.

A DROP BOX IS LOCATED AT TOWN HALL FOR YOUR CONVENIENCE.

RULES & CONDITIONS FOR USE OF TOWN FACILITIES:

- 1) Building/shelters can only be used after obtaining permission from Town Hall. You must be at least 21 years of age.
- 2) No alcoholic beverages or tobacco use will be permitted on any of the premises.
- 3) All trash must be removed directly following the event. It is the renter's responsibility to set up the rented facility as it was originally set up. It is also the renter's responsibility to clean the entire rented facility after use. A minimum clean up fee of \$50 will be required if facility does not meet inspection. Additional amount may be charged depending on inspection.
- 4) It is the renter's responsibility to pick up any facility keys. Keys may be picked up at Town Hall and must be picked up the previous business day of rental. Failure to do so will result in an additional after hours charge to unlock the building.
- 5) All damages must be reported IMMEDIATELY to Town Hall. For assistance after hours, please contact 646-9073. You must leave a message with the answering service and someone will quickly respond. You will be charged a minimum of \$100 to cover cost to repair any damages made to the facility. Additional amount will be charged depending on damages.
- 6) The responsible person leasing the facility must be present at all times during rental of the facility and will be liable for any/all incidents during the event as well as any damage to the facility.
- 7) No loud noise is allowed. If the police are called, you will automatically lose your privilege to rent in the future.
- 8) Please be punctual in respect to the reservation times, as there may be another event scheduled for the facility.
- 9) ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN THE PLAYGROUND AREA AT VETERANS PARK. SHELTER RENTAL AT VETERANS PARK IS FOR SHELTERS ONLY AND NOT THE PLAYGROUND!
- 10) IF LIGHTS/HEAT/FANS ARE LEFT ON IN THE DEPOT BUILDING, YOU WILL BE CHARGED \$50 PER OCCURRENCE. Thermostat must be set to 70 degrees for heat and 72 degrees for air conditioner.

If you fail to abide by any of the above rules and conditions, you will lose the privilege to use any town facility in the future.