



Town of Pendleton
310 Greenville Street 646-9409 Phone
Pendleton, SC 29670 646-5425 Fax
www.townofpendleton.org

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.



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FACILITY USE APPLICATION

STAFF USE ONLY

Facility Requested: _____ Date(s) of use: _____

Rental Fee \$ _____ Deposit \$ _____ **Time (s) of use: _____**

This application must be completed prior to facility use. All questions must be fully answered. If a question does not apply, please write, does not apply, in that space. Please type or print the information clearly. The information requested by this form will be used to determine your eligibility for the facility requested. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of the form is voluntary. However, failure to do so will prevent processing of your application. Incomplete applications will be returned.

THIS FORM IS TO RESERVE THE TOWN OF PENDLETON'S DEPOT BUILDING AND/OR SHELTER 1, 2, & 3 AT VETERANS PARK.

SECTION I Contact Information:

Person in charge of information submitted in application: _____

Organization represented: _____

Email address: _____

Phone (Home): _____ (Work): _____ (Mobile): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Driver's License #: _____ State: _____

****Staff must verify your State issued photo id****

YOU MUST BE AT LEAST 21 YEARS OF AGE TO RENT A TOWN FACILITY.

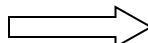
SECTION II Rental Description:

Facility Requested for event: _____
 (IF USING A SHELTER AT VETERANS PARK, PLEASE SPECIFY SHELTER 1,2 OR 3) **NO COOKING, NO FUNDRAISERS AND NO SELLING ARE ALLOWED IN THE DEPOT BUILDING!!**

Name of event: _____

Date(s) of event: _____ **Time(s) of event: _____**

Please continue on reverse side of this form. Thanks!



SECTION III Event Set Up:

Will any signs or banners be erected? Yes _____ No _____

Temporary signs are not allowed in town parks with the exception of within the structure you are renting.

Estimated Number Attending Event: _____

Will your event use amplified sound? Yes _____ No _____

If yes, please state for what purpose: _____

Do you plan to serve food and beverage at the event? Yes _____ No _____

If so, what type: _____

NO COOKING, NO FUNDRAISERS AND NO SELLING ARE ALLOWED IN THE DEPOT BUILDING!!

SECTION IV Signature and Approvals:

Hold Harmless Clause

Applicant/Organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the Town of Pendleton harmless from any penalties for violations of law, directly or indirectly arising from its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

Applicant Signature: _____ Date: _____

Title: _____

I have read, understand and received a copy of the Rules and Conditions for use of Town Facilities. INITIAL OF RENTER: _____

PERMISSION GRANTED _____ DENIED _____

Town of Pendleton, Administration Dept. Signature

Date: _____ Comments: _____

