



Stage Rental Agreement

Stage Rental Fees

Non-Profit Organization:	\$350.00/day
Private Organization:	\$500.00/day
Rental Deposit:	\$100.00 (Required when reservation is made.)
Security Deposit:	\$100.00 (Required when reservation is made. Refundable)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Reason/Event: _____

Date Rented: _____ Times Rented: _____

Specific Location of Event: _____

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**I have been given a copy and agree to abide by the Stage Reservation Policies.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Recreation**

\_\_\_\_\_  
**Date**



## Stage Reservation Policies

The following guidelines are designed to protect the beauty and integrity of the city stage. Greer Parks and Recreation reserves the right, on an individual basis, to refuse rental events deemed inappropriate to the Parks and Recreation staff. Rental fees are subject to change without notice. City of Greer events take precedent over any other scheduled events. Additional policies and restrictions may apply. Any regulations not adhered to under these policies and enforced by the responsible party will result in the group being barred from future use of the stage.

**1. Stage Reservations:** Reservations are not valid until a rental contract has been signed by all parties specified on the Stage Rental Application Form and the required deposit has been made. All reservation fees must be made payable by cash, check or money order only. The renter of the stage is not allowed to sublease the stage. The rental fees will cover the cost of a technician to set up and breakdown the stage.

**2. Hours of rental:** The Stage is rented on a daily basis from 7:00 am till 12:00 midnight. Failure to vacate by the appointed time will result in the loss of your security deposit plus any damages that may have been incurred, including extra clean up fees.

**3. Deposits and fees:** There are two required deposits that must be paid at the time the rental contract is signed. There is a Rental Deposit that will be applied to the balance that is owed. There is also a refundable Security Deposit that is applied towards additional clean-up or for damages. The balance of fees must be paid no later than one week prior to the event. Refunds are processed within 2 weeks after your event for the refundable \$100.00 security deposit less any additional clean-up or damage charges. Failure to vacate the stage area by the appointed time may result in additional rental fees.

**4. Cancellation:** Rental fees and deposits will be refunded for events cancelled at least one week in advance. If the event is cancelled less than one week in advance, the security deposit will be forfeited and the rental fees will be returned.

**5. Set-up and decorations:** Stage set up will be done by parks and recreation staff at the agreed upon time. The renter will be responsible for all other setup including decorations. All decorations including banners must be pre-approved by the Recreation Director. All decorations and rental equipment must be removed immediately following your event. The Parks and Recreation Department staff is not responsible for the removal or security of rental equipment.

**6. Security Officers:** If the stage requires set up the day before the event then overnight security will be required at the renter's expense.

**7. Entertainers:** Before finalizing your entertainment you should be sure their power needs are compatible with our stage. The renter is responsible for any damages incurred to the stage by

entertainers or their employees. All equipment must be removed and vacated from the stage within thirty minutes at the scheduled conclusion of the event.

**8. Weapons & Explosives:** Possession and/or use of firearms, weapons, fireworks, & explosives are prohibited.

**9. Tobacco use:** Use of tobacco products is prohibited inside the stage.

**10. Violations of rules:** Any person violating the existing rules and regulations or, in the opinion of a Parks and Recreation employee, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by a Parks and Recreation employee and expelled from further use of the stage. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.

**11. Right to alter or end an event:** The City of Greer maintains the right to alter or end any event at anytime it is determined necessary to assure the continued public safety, health, and welfare of event participants. In the event a function is ended for cause, no refund will be made.

**12. Damages:** Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, walls, stairs, stage skirting, stage power cords, whether made by the renter, his or her employees, agents, volunteers or guests. The Parks and Recreation Director will determine whether any damage has occurred, the amount of the damage, the cost of repairing or replacing such damage, and whether the damage is of the nature that the renter will be held responsible.

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## **Fee Schedule for Special Events**

|                                                                                     |          |
|-------------------------------------------------------------------------------------|----------|
| Hanging banners, signs, etc. ....                                                   | \$ 25.00 |
| Placing drop cords from street lights, panels, etc. ....                            | \$ 75.00 |
| Delivering and picking up street barricades.....                                    | \$ 75.00 |
| Delivering and picking up roll carts (trash cans).....                              | \$ 75.00 |
| Emptying roll cart(s) as needed during and after events.....                        | \$ 20.00 |
| <i>(per hour per person – two hour minimum)</i>                                     |          |
| The number of workers needed will be determined by<br>the Public Services Director. |          |
| Use of the street sweeper (if needed) to clean streets .....                        | \$100.00 |
| <i>(to be determined by the Public Services Director)</i>                           |          |

**A \$250.00 deposit will be required before any event.**

When the event is finished, the City will perform an inspection to determine if cleanup meets standards. If cleanup is approved, the deposit will be refunded. If not, the deposit will be forfeited to the City.