



CITY OF GREER EVENTS CENTER

EVENT HALLS POLICIES

FACILITY RESERVATION FORM FOR GROUPS PROMOTING PUBLIC RECREATION PROGRAMS IN COOPERATION WITH COMMUNITY CENTERS AND FOR PRIVATE PARTIES AND PROMOTIONS.

Deposits and fees: 50% of the total amount listed on the itemized fee report must be paid at the time the rental contract is signed. The final balance of fees must be paid no later than 30 days prior to the event. Reservations for the Event Halls completed less than 30 days before the event must be paid in full and in cash. Security/damage deposits are processed within 2 weeks after your event for the refundable deposit less any additional clean-up or damage charges.

Cancellation: Event Hall cancellations between 60-90 days before an event will result in loss of the security/damage deposit. Cancellations less than 60 days prior to the event will result in loss of 50% of the total amount listed on the itemized fee report. Rescheduling an event will be treated the same as a cancellation.

Long-term Lessee: For events taking place on a daily/weekly basis, facilities can be rented no more than 90 consecutive days in advance. Contract extensions may be made no earlier than 60 days into current lease agreement. A group qualifying for the non-profit rate may receive the discount no more than 4 times in one calendar year. After a group has received the non-profit rate 4 times in one calendar year, all resident/non-resident rates will apply.

Area of Rental: When renting the Event Hall(s) there will only be authorized access to the designated area agreed to on the second floor of the City Hall facility. The lessee, his employees, agents or guests will not be permitted to enter the first or third floor of City Hall unless prior arrangements have been made with Event Supervisor at least 48 hours prior to event date and approval must be attached to this document. Failure to follow this policy may result in the loss of your security/damage deposit per the discretion of the Event Supervisor.

Hours of Rental: The Event Halls are rented on an hourly basis. Rental times may be scheduled between the hours of 8:00 am and 1:00am. Availability is not guaranteed before 10:00am on Saturdays and Sundays. Saturday events must rent all three rooms at the 12 hour rate. Rental time must include set-up time for caterers, entertainers, florist and decorators. It must also include ample break down and clean up time for those listed above. You must vacate the facility at the end of your rental time. If your rental ends after the park has closed to the public, you must vacate the park by the end of your rental time. 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. In other words, rental time is based on a "first person in and last person out" basis.

Estimate of Attendance: A final estimate of attendance is due to Event Staff at least 2 weeks prior to the date of the event and numbers must include children as well. When you know that your anticipated attendance is more than your estimate you must disclose the new number to the Events Staff so that security officer fees can be added if applicable. Failure to disclose the new number of guests may result in the loss of your security/damage deposit and/or in altering or ending of the event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of event participants, park visitors, or the surrounding community. In the event a function is ended, no refund will be issued. Children under the age of 12 must be supervised by an adult at all times.

Set-up and decorations: The City of Greer provides tables and chairs, which will be set up by the time your rental begins. A layout plan for your tables and chairs must be done no later than 30 days prior to your event. Table and chair layouts cannot be changed less than 14 days prior to your event. We do NOT provide linens. Table coverings are required if you are serving food or beverages. Glitter, confetti, sequins, sand, and real rose petals are prohibited. For wedding receptions bubbles or sparklers may be used outside on the pavement as the bride and groom leave. Decorations, banners, or fliers may not be put on walls or draperies. Candles must be dripless. Tea lights and votives in containers are allowed. Birdseed, rice, and silly string are strongly prohibited. The lessee will be charged for any damage resulting from the use of prohibited decorations. Decorating and delivery of rental equipment may not begin prior to your reservation time. A separate rental time must be reserved and rental fee paid for set-ups required the day before a scheduled event. Early set-up requests will be handled on an individual basis. All decorations and rental equipment must be removed immediately following your event. Our staff is not responsible for the set-up, removal or security of rental equipment.

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Caterers: We recommend that you employ a professional caterer for your event if you are serving food. Please feel free to choose from our listing of preferred vendors. Make prior arrangements with your caterer to clean the kitchen and remove all food, trash, and rental equipment. Remember to ask how much time your caterer will need to set up and clean up so you can better estimate your rental time. All food must be pre-made prior to event. There is **NO** cooking allowed on site. Table coverings are required if you are serving food or beverages.

Alcohol consumption: Alcohol is not allowed on the property unless the lessee has obtained a valid permit from events staff.

Security Officers: For every event that has over 100 guests a security officer is required. If a function is serving alcohol one security officer per 100 guests is required. The City of Greer will provide necessary security officers at the lessee's expense at a fee of \$25.00 per hour per officer with a \$10 administrative fee per officer. The City of Greer reserves the right to require the services of security officers, or more officers than are required, at the lessee's expense for any function that the events supervisor deems necessary. Likewise, the lessee can request the services of officers when they are not required to employ them, or employ more officers than required. When officers are required you must retain them from the beginning of your event time until the end of your rental time. Any security that is cancelled within 48 hours of the event date will result in full payment of the security officers. Rental times may not be altered less than 24 hours prior to your event if you have a security officer scheduled.

Entertainers & use of in-house sound system: Before finalizing your entertainment you should be sure their power needs are compatible with our facility. Fog and bubble machines are prohibited. Lessee is responsible for any damages incurred to the facility by entertainers or their employees (including scratches on the floor and damages to the veranda and grounds). The lessee agrees to assume all cost arising from the use of patented, trademarked, franchised or copyrighted materials, devices, processes, or dramatic right used or incorporated into each event. An in-house sound system is available for meetings or for background music, but cannot be used in lieu of a DJ. We recommend that you hire a professional DJ or band if you expect more than background music for your function. Events staff are not available to run the music for wedding ceremonies. We will provide microphones for any indoor event if needed.

Inflatables and Mechanical Rides: The use of Inflatables and mechanical rides must be pre-approved by the Events Supervisor at least 2 weeks prior to the date of the event. Rides may not be open for public use and proof of insurance listing the City as an additional insured must be provided.

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

Tobacco use: use of tobacco products is prohibited inside the Main Level and under overhangs. It is your responsibility to inform your guests of this rule.

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

Right to alter or end an event: The City of Greer maintains the right to alter or end an event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of event participants, park visitors, or the surrounding community. In the event a function is ended for cause, no refund will be issued.

Damages: Damage or altering the appearance of any portion of the Main Level or surrounding area will result in the forfeit of the security deposit, be it an act of the lessee, his employees, agents or guest. An inspection is conducted immediately after each rental. The lessee is responsible for any damages that exceed the amount of the security deposit, as determined by the Events Supervisor.

Clean up responsibilities:

Kitchen Area:

- Bag and tie all garbage and place in the designated receptacles located in the kitchen area.
- Clean and wipe down the sink, counters, tables and pushcarts.
- If used, clean and wipe down the inside of the refrigerator & warmers; rinse & wipe coffee maker.
- Sweep and mop the kitchen floor.
- Linens, dishes, glasses floral stands, and other rental equipment must be removed immediately following the event.

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- Lessee must remove all decorations from the premises.

Main Level (Inside):

- Linens, dishes, glasses, floral stands, and other rental equipment must be removed immediately following the event.
- Lessee must remove all decorations from the premises.
- Dispose of all decorations and trash that have fallen on the floor.
- Bag and tie all garbage and place in the designated receptacles located in the kitchen area.
- Extract all liquid and food spills from the floor of the Main Level.

Main Level (Veranda):

- Remove all decorations and trash from the veranda and surrounding area.
- Sweep and/or mop up all greenery, food or drink spills on veranda.

Parking, loading & unloading: All vehicles should park in designated parking areas. Vehicles are **NOT** allowed to pull up onto the park grounds because of potential damage to our irrigation system. Failure to follow this policy may result in the forfeiture of the security deposit and may result in additional damage fees charged to the lessee. Vehicles are **NOT** to be left in the loading/unloading circle drive.

INDEMNIFICATION: The rentee(s) agree to indemnify and hold harmless the City of Greer and its agents and employees from any and all claims or lawsuits for damages or injuries of any kind or nature which occur as a result of or arising out of the use of city property by the rentee(s) and the guest of the rentee(s) pursuant to this agreement.

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