



## GREER CITY PARK GAZEBO/PICNIC SHELTER POLICIES

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

**Payment:** All fees for the picnic shelter and gazebo must be paid in full at the time of reservation. Partial payments will not be accepted. Reservations completed less than 14 days before the event must be paid in cash. All or part of the security deposit will be held if you or your guests stay past the reserved time. Security deposit refunds are processed within two weeks after the event date.

**Cancellation:** Fees and deposits for shelter and gazebo rentals will be refunded if canceled at least 14 days prior to event. A reservation cancelled less than 14 days prior to the event will result in forfeiture of rental fees unless the facility can be rented for another event.

**Long-term Lessee:** For events taking place on a daily/weekly basis, facilities may 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.

**Rain Policy:** Refunds are not given unless the National Weather Service issues a severe thunderstorm watch or warning for the time of your reservation. We will attempt to reschedule your event in case of severe rain. In case of rain on the day of your rental, it is your responsibility to contact the park office to receive information about whether the park conditions are conducive to holding the event, or whether you would be eligible to receive a refund. The decision of the supervisor on duty is final.

**Use of Grills:** Grilling is only permitted in the shelter area. Grills brought on-site must be propane gas only.

**Decorations & Clean up:** Party balloons are allowed on park property. Glitter, confetti, and silly string are strongly prohibited. **Use of nails, tacks, spikes, or anchoring devices of any kind is prohibited.** All debris, decorations and trash must be removed from the shelter or gazebo and surrounding areas by the end of your rental time.

**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.

**Security Officers:** If the function exceeds 100 people a security officer 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 use of security officers is not limited to the above stipulations. 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.

**Damage to premises:** Damage or altering the appearance of any portion of the shelter or gazebo and surrounding areas 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.

**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.

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**Catering:** Catering or vendors must be pre-approved. Our staff will help you determine where your caterer can park. Caterers and vendors may **NOT** pull vehicles onto grass. Failure to follow this policy may result in the forfeiture of the security deposit and may result in additional damages fees to the lessee.

**Tobacco use:** Use of tobacco products is restricted to designated areas of the park. It is your responsibility to inform your guests of this rule.

**Alcohol use:** The presence and consumption of alcohol on park grounds is strictly prohibited. It is your responsibility to inform your guests of this rule.

**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.