

GAZEBO AREA
194 Municipal Way

PICNIC SHELTERS
176 Municipal Way

TOWN OF SANTEE
EVENT RENTAL CONTRACT

Town of Santee
P.O. Box 1220
194 Municipal Way
Santee, South Carolina 29142



Phone: 803.854.2152 ext. 204
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pbennett@townofsantee-sc.org

Name: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Center (check one): ☐ **Gazebo Area** ☐ **Picnic Shelters**

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

☐ Governmental Entity ____ Day(s) x **\$60** = _____

Event Name: _____ Number of Guests: _____

Security Deposit Date Paid: _____ Cash/Check #: _____ Receipt #: _____

Rental Fee Due Date: _____ Date Paid: _____ Cash/Check #: _____ Receipt #: _____

FEES:

A refundable Security Deposit of \$200.00 must be paid at the time the rental agreement is signed. Security deposits are processed for refund within 2-3 weeks after the event, less any damages or incidental charges.

The rental fee is \$75.00 per hour and janitorial fee of \$50.00. If electricity is required, an additional fee of \$75.00 will be charged. The total rental fee and corresponding fees must be paid no later than two (2) weeks prior to the event. Reservations that are less than two (2) weeks before the event date must be paid in cash.

Cancellations less than 14 days before an event will result in loss of the security deposit. Rescheduling the event will be treated the same as a cancellation. No sub-letting of the rental area is allowed.

HOURS: The Gazebo Area may be reserved for events between sunrise and sunset. Town events have precedence over other outside events.

INSURANCE:

Events open to the public must provide Liability Insurance in the amount of 1.5 million, naming the TOWN OF SANTEE as BENEFACTOR.

Private events that will use inflatables, mechanical rides, or other types of assembled pieces for entertainment must provide Liability Insurance in the amount of \$1 million, naming the TOWN OF SANTEE as a BENEFACTOR.

PUBLIC SAFETY: Security is required at all events with 200 or more people attending. Off-duty Santee Police Officers are available @\$25 per hour or you may contract with an outside service acceptable by town.

TOWN CODES COMPLIANCE: Santee’s Ordinance Codes must be complied with for all functions including:

- 1. Vendor Business License
- 2. Sign Permits
- 3. Hospitality taxes

EVENT SET UP:

- Vehicles, trailers, tents, etc. to be located on the grassy area is discourages, but, if necessary, be aware of sprinkler heads and if not sure ask.
- Restrooms facilities are on site and must be checked periodically during the event to assure water has not been left running, toilets are in proper working order, vandalism has not occurred, etc. You will be held accountable for incidents and damages.
- Trash containers are located throughout the site. In addition, a trash dumpster is located in the parking lot at the Family development Center.
- Event participants should park only in designated parking spaces.

EVENT SHUT DOWN:

- The area must be picked up and restored to its original condition.
- Damage or altering the appearance of the area will result in the forfeit of the security deposit. The lessee is responsible for any damage that exceeds the amount of the security deposit, as determined by the Town staff.

NOT ALLOWED:

- 1. No tickets sales or admission fees on the day of the event.
- 2. No Alcohol Beverages
- 3. No weapons, firearms, explosives, or fireworks.
- 4. No outside vendors unless they have a Santee Business license.

Accepted and agreed to:

Print Name: _____

Town of Santee – Event Coordinator or Staff

Signature:_____

Signature:_____

Date:_____

Date:_____

