

GAZEBO

@ the Irmo Town Park
Town of Irmo
7330 Carlisle Street
Irmo, SC 29063

RENTAL APPLICATION



Date of Request: _____

Date of function: _____

Purpose of Function: _____

Hours the Gazebo will be used: _____ to _____

Number of attendees: _____

Electricity needed: YES NO

Church or Non-Profit Organization: YES NO

Must provide the SC Secretary of State Certificate of Existence and IRS Letter

Requestor's Name: _____

Address: _____

Phone: _____

Email: _____

Copy of Driver's License Attached: YES NO

Deposit: _____ Rental Fee: _____

FOR OFFICE USE ONLY

DATE OF SECURITY DEPOSIT/RENTAL FEE: _____ SIGNED AGREEMENT: YES / NO

AMOUNT: _____

RECEIVED BY: _____

DATE SECURITY DEPOSIT WAS REFUNDED: _____

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STATE OF SOUTH CAROLINA

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AGREEMENT

TOWN OF IRMO

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This agreement between the TOWN OF IRMO (herein after TOWN) and

_____ (herein after RESERVOR) this _____
day of _____, _____.

WHEREFORE, in consideration of the mutual promises contained herein, the parties referenced above agree as follows:

1. The TOWN agrees to permit the RESERVOR usage of the GAZEBO AT THE IRMO TOWN PARK for a private function held on the _____ day of _____, _____, between the hours of _____ and _____.
2. RESERVOR agrees to pay such fees and/or deposits as may be charged by the TOWN for such purposes generally at the time of this agreement. Further, RESERVOR agrees to abide by such rules, regulations, and guidelines as may be applicable under this paragraph and set out on a separate document promulgated by the TOWN and attached hereto and made part hereof by reference.
3. RESERVOR agrees to indemnify and hold harmless the TOWN from any claims, demands, suits, verdicts, judgements, actions or causes of action of any kind whatsoever, in law or in equity, resulting from the RESERVOR'S use of the Irmo Community Park, Irmo Town Park, Gazebo, Prisma Health Amphitheater, or shelters.

RESERVOR'S SIGNATURE

GAZEBO

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RENTAL POLICY



1. Rental of the **Town Park Gazebo** may be requested by calling or writing to the Irmo Town Hall to verify availability. Reservations should be made a minimum of one (1) month in advance, if possible.
 - Reservations can be made in person at the Town Hall located at 7300 Woodrow Street (M-F 8:30 am-5 pm).
 - Reservations can be made online at:
2. Each request must contain the name, address, and telephone number of the requestor; the purpose of the function, and the number of people projected to attend.
3. Payment for rental and deposit fee, are due when paperwork is filled out (including signed contract) and returned to Irmo Town Hall. The security deposit fee will be returned within two (2) weeks following the function if proper clean-up was accomplished and no damages were noted. In the event of a cancellation, a minimum of two weeks is required (otherwise, there will not be a refund on the fee).
4. Requestor must provide a picture I.D. as proof of residency when submitting an application (in-town fees will only be granted to residents of the Town of Irmo).
5. Official Town meetings and functions shall have priority over other requests.
6. The requestor shall be held solely responsible for the condition of the **Town Park Gazebo** to include: damages to post, lights, fans, tables and grill. Additionally, the requestor shall sign an agreement releasing the Town from all liability arising from the use of the **Town Park Gazebo**.
7. Requestor violating these policies shall not be permitted use of the park in the future.

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8. Any individual/group who uses amplifiers and/or electric instruments, etc. must receive prior approval from the Town Administrator. The operating or playing of any radio, television, "boom box", musical instrument, or similar device which produces or reproduces sounds in a motor vehicle or public park in a manner as to be plainly audible at a distance greater than fifty (50) feet is prohibited. Noise levels must be reduced by 9:00 PM.
9. Ticket sales are prohibited except by approval of the Town Administrator.
10. No Pets Allowed.
11. No Grills Allowed.
12. No Littering. (Please Use Receptacles)
13. No Skateboards, Roller Blades, Scooters, or Bicycles.
14. No Smoking on Park Premises.
15. An Adult Must Accompany Children Under 12.
16. Bounce houses and inflatables are **STRICTLY PROHIBITED** in the Irmo Community Park.
17. Parking areas are clearly marked at both the park and municipal complex. Parking is prohibited along Columbia Avenue (vehicles will be ticketed).
18. Tents are not allowed in the grass areas without prior approval from Town Hall.
19. Chairs can only be placed along the amphitheater steps (approximately 150).
20. The Town of Irmo is not responsible for inclement weather and will not refund the user fee.
21. Vehicles are prohibited on the grass areas within the park.
Any loading and offloading must be done in the parking areas, and items carried across the grass.

- I have read and understand the RENTAL POLICY

----- - RESERVOR'S SIGNATURE