

PRISMA HEALTH AMPHITHEATER

@ the Irmo Community Park
Town of Irmo
7507 Eastview Drive
Irmo, SC 29063

RENTAL POLICY



1. Rental of the **Prisma Health Amphitheater** 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: <https://www.polimorphic.com/organizations/irmo-sc/blueprints/picnic-shelter-rental-reques-2/apply>
2. Each request must contain the name, address, and telephone number of the requestor, the purpose of the function, and the number of people expected to attend.
 - Rental of the Prisma Health Amphitheater will also require the completion of a Special Events Permit (\$25 additional fee). This can be completed in person or online at: <https://www.polimorphic.com/organizations/irmo-sc/blueprints/special-events-permits-applica/apply>
3. Payment for rental, permit, and deposit fees, 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. The requestor must provide a picture I.D. as proof of residency when applying (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.

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6. The requestor shall be held solely responsible for the condition of the **Prisma Health Amphitheater** including damages to the stage, receptacles, fans, etc.
 - Additionally, the requestor shall sign an agreement releasing the Town from all liability arising from the use of the **Prisma Health Amphitheater**.
7. Any requestor violating these policies shall not be permitted use of the park in the future.
8. Any individual/group who will use amplifiers and/or electric instruments, etc. must receive prior approval from the Town Administrator.
9. Noise levels must be reduced by 9:00 pm. Park hours are 7:00 am – 10:00 pm
10. Ticket sales are prohibited except by approval of the Town Administrator.
11. No Littering. (Please Use Receptacles)
12. An Adult Must Accompany Children Under 12.
13. Bounce houses and inflatables are **STRICTLY PROHIBITED** in the Irmo Community Park.
14. Parking areas are clearly marked at both the upper and lower lots. Parking is also available along the gravel parking lot on the southern boundary of the park marked "Event Parking".
15. The Town of Irmo is not responsible for inclement weather and will not refund the user fee due to weather.
16. Any marketing (flyers, social media) published for the event must identify the location as the **PRISMA HEALTH AMPHITHEATER** at the Irmo Community Park.

ALL EVENTS USING THE PRISMA HEALTH AMPHITHEATER MUST PROVIDE THE TOWN WITH A COPY OF THEIR INSURANCE NAMING THE TOWN OF IRMO AS ADDITIONALLY INSURED FOR \$1,000,000 OR MORE.

Special Event Insurance Policies are available through your local insurance agents and online through Gather Guard and other online providers.

Gather Guard - <https://gatherguard.com/>



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RENTAL COST

Security Deposit	\$ 500
Daily Rental Fee	\$ 1500

Churches & Non-Profits (**INSIDE** town limits)

Security Deposit	\$ 200
Daily Rental Fee <small>(up to 4 hours from set up to clean up)</small>	\$ 100
Additional Hours	\$ 25 per hour

Churches & Non-Profits (**OUTSIDE** town limits)

Security Deposit	\$ 500
Daily Rental Fee <small>(up to 4 hours from set up to clean up)</small>	\$ 250
Additional Hours	\$ 100 per hour

- Non-Profit Organizations MUST provide the Secretary of State Certificate of Existence and their Federal ID# to be qualified as a Non-Profit.

Please call 803-781-7050 for reservations or
visit our website at www.townofirmosc.com



PICNIC SHELTER
Irmo Community Park
7507 Eastview Drive
Irmo, SC 29063

RENTAL POLICY for the **PICNIC SHELTERS** **Magnolia & Palmetto Shelters**

1. Rental of the **picnic shelters** 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:
<https://www.polimorphic.com/organizations/irmo-sc/blueprints/picnic-shelter-rental-reques-2/apply>
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 paper work 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 **picnic shelter** 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 **picnic shelter**.
7. Requestor violating these policies shall not be permitted use of the park in the future.
8. Any individual/group who will use amplifiers and/or electric instruments, etc. must receive prior approval from the Administrator.

TOWN OF IRMO

P.O. Box 406 • 7300 Woodrow St. • Irmo, South Carolina 29063 • 803-781-7050 • townofirmosc.com



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9. Noise levels must be reduced by 9:00 PM.
10. Ticket sales are prohibited except by approval of the Administrator.
11. No Pets Allowed.
12. No Littering. (Please Use Receptacles)
13. An Adult Must Accompany Children Under 12.
14. Bounce houses and inflatables are **STRICTLY PROHIBITED** in the Irmo Community Park.



The Magnolia Shelter (near the grassy field)



The Palmetto Shelter (near the Children's Garden)



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PICNIC SHELTERS

Magnolia & Palmetto Shelters

RENTAL COST

Residents, Organizations, Civic Groups (**INSIDE** town limits)

Security Deposit	\$ 150
Daily Rental Fee <small>(up to 4 hours from set up to clean up)</small>	\$ 85
Additional Hours	\$ 25 per hour

Residents, Organizations, Civic Groups (**OUTSIDE** town limits)

Security Deposit	\$ 250
Daily Rental Fee <small>(up to 4 hours from set up to clean up)</small>	\$ 300
Additional Hours	\$ 100 per hour

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