



Please complete this form and submit to LCPR for approval. Event and security deposit fees are determined by activity, location and # of expected participants. Security deposits will be refunded after the event if the organization and its participants complied with the terms of the agreement and if the site is free of trash and debris and no damage to property or land were sustained.

Name of Event: _____

Date(s) of Event: _____

Time (s) of Event: _____

Specific Location of Event: _____

Person in Charge of Event (Applicant): _____

Address: _____

Phone (Work): _____ (Home): _____

Organization Represented: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Expected # of Participants: _____

For a public gathering or event, the lessee is responsible for providing and paying for off-duty police officers (in uniform) for security and crowd control, upon discretion from Lancaster County Parks & Recreation Director or Deputy Director. Depending upon the nature of the event, LCPR will determine the number of officers needed if any at all.

*****Must provide proof from City of Lancaster Police Dept. or Lancaster County Sherriff's Office prior to the event date.**

Event Description:

Describe the type and size of event (location, how much area to be used, stages, entertainment, etc.) Please use separate sheet if needed to draw a simple sketch showing desired set up.

Event Insurance Information:

Does your Liability Insurance list Lancaster County as co-insured? Yes No

If so, who is the carrier? _____

A Certificate of Insurance is acceptable as evidence of insurance.

Certificates will not be processed without a contact name and phone number, as well as a business description, so we may determine liability coverage.

Requirements for All:

1. Certificate must be signed by the insurance company's authorized representative.
2. Lancaster County Parks and Recreation, c/o PO Box 243, Lancaster, SC 29721, must be listed as the Certificate Holder.
3. Certificate Holder (Lancaster County Parks and Recreation) must be named as Additional Insured.
4. Business contact name and phone number are required on certificate.
5. Thirty (30) days written notice of cancellation is required (except 10 days for nonpayment of premium).
6. Fax certificates to 877-636-7972 and mail an original to Lancaster County Parks and Recreation, Attn: Anna Sims, PO Box 243, Lancaster, SC 29721 or Email certificates to christyjohanson@lancastersc.net.

7. **Minimum general liability insurance requirements are \$1,000,000 per occurrence.**

Will you be selling food? Y N Will you be distributing free food? Y N

Will there be any cooking grease or other potential fire hazards? Y N

Selling of food requires a permit through SC DHEC (803) 898-DHEC (3432).

Describe food items that will be distributed at event: _____

_____.

Event Setup:

The event will begin: _____ the event will end: _____

Set up will begin: _____ Clean-up/Take-down will end: _____

Will you be using amplified sound? Y N

Will tents be used for this event (outdoor events)? Y N

Tents are subject to approval by LCPR.

If so, how many: _____ If so, location(s): _____

If so, please describe the size and type of tents: _____

Will any signs or banners be erected? Y N

List size and locations: _____

Will generators be used? Yes No

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source: _____

Will the proceeds benefit any organization? Yes No

If so, what is the name of the organization? _____.

Will there be mechanical rides, inflatables or other attractions? Yes No

Company name? _____

List types of attractions: _____

Attractions are subject to approval by LCPR and require Liability Insurance of \$1,000,000 per occurrence from the company providing the service.

Describe Sanitation Provisions (restroom facilities, trash cans, event clean-up):

Who is providing the provisions? _____

Rental Policies: *Initial each paragraph (_____) indicating you read and understand each policy.*

Security Deposit - Any trash, food, beverages, and or damages to the facility will result in the forfeiture of the deposit. Floors left with scuffmarks in such a manner that the floors must be stripped and waxed, will result in forfeiture of Security Deposit and/or additional billing. Damages that exceed the Security Deposit shall be billed to the lessee. The removal and non-returned LCPR equipment shall result in forfeiture of the Security Deposit. Equipment replacement costs that exceed the Security Deposit shall be billed to the lessee. LCPR Staff shall determine whether such damage has occurred.

On the next business day following the rental, LCPR office will review staff evaluation following the rental to ensure the facility was cared for by the terms of this agreement. Following a positive evaluation, LCPR office will submit a request for refund of renter's security deposit to Lancaster County's Finance department. Renter will receive a check in the mail from Lancaster County's Treasurer Office. This process takes 2-3 weeks before renter will receive a check. (_____)

Rental Fee/Balance - The rental fee/balance must be paid in full no later than 30 calendar days prior to the scheduled date of use to include the security deposit. (_____)

Rental Cancellation - A rental must be cancelled no later than 30 days prior to the scheduled date of use. If renter cancels less than 30 days, LCPR will not be required to refund deposit or any other payments. (_____)

Rental Refunds - The Director may authorize refunds of rental deposits, when the lessee gives notice of cancellation no later than 30 calendar days prior to the scheduled date of use. The Director shall review the cancellation and determine the percentage of refund. Should the Director determine that a loss would be suffered by LCPR they may deny a refund. In the event LCPR cancels a rental, reservation fees shall be refunded in full. (_____)

Catering - A lessee shall not cater nor have food catered on the premises without the approval of LCPR. Upon completion of a catered event, the caterers shall be responsible for the cleaning of the serving area. The serving area shall be left in manner as it was found. The Lessee and/or caterer shall be liable for any litigation related to food or

beverages provided during use of the building. The lessee must produce a certificate of insurance for the vendor providing the catering. (_____)

Name of Caterer: _____ Phone: _____

Inflatables- Inflatables may be brought in for birthday parties with the approval of the LCPR. The person or company providing the inflatable must carry a Certificate of Liability Insurance for no less than \$1,000,000 per occurrence. LCPR will not provide set up or take down of the inflatable's and will not provide any generators. (_____)

Name of Company providing Inflatables: _____ Phone: _____

Damage to the Facility or Premises - The lessee will not cause or permit any nails, spikes, anchoring devices, lighting fixtures, or communication devices to be driven into or affixed in any manner to the interior or exterior portion of the facility without the consent of the Director. No signs, posters, banners, or advertising materials of any nature may be affixed to the interior or exterior of the facility without the consent of the Director. The lessee shall not paint, stain, color, or alter any portion of the premises or equipment within. The lessee shall not cause or permit anything to be done which might cause damage or change the finish or appearance of the premises. This shall include furniture or equipment be it the act of the lessee, their employees, agents, or guests. The Director shall determine whether any such damage has occurred, the amount of the damage, the cost of repairing or replacing such damage, and whether such damage is the fault of the lessee. (_____)

Services Provided by LCPR – Only the personnel necessary to the normal operation of LCPR's recreation facilities will be furnished by LCPR. The lessee shall hire and pay salaries of all other employees it requires in connection with a rental. All tables and chairs owned by LCPR will be set up and taken down by LCPR. The lessee shall return the rented area to the same condition as it was found provided normal wear and tear. The lessee will be required to remove and dispose of all cups, plates, table coverings, decorations, and food, etcetera to include floor from all areas rented into trash receptacles. LCPR will remove and dump trash receptacles. If deemed necessary by the Director, a floor covering may be placed over floors as a protective measure. All or part of the Security Deposit may be retained if the rental is not cleaned as specified. (_____)

Police Protection - The lessee shall provide at their cost such police protection if the event is open to the public. Should the lessee fail or refuse to furnish the required police protection, the Director may require the same to be furnished and charge the cost to the lessee or cancel the rental. (_____) Springdale Recreation Center rentals- Schedule officers through City of Lancaster Police Department All other Recreation Centers- Schedule officers through Lancaster County Sheriff's Office.

Law Enforcement: _____ LE Contact: _____

Special Notices - Food, drinks and smoking will be restricted to designated areas. Consumption of alcoholic beverages on LCPR property is strictly prohibited. LCPR will not provide nor be held responsible for storage of equipment involved in or for items left or stolen during the time of rental. No confetti. **No posters, banners, signs, or any literature may be posted on walls, hallways, trees, telephone poles, and light poles, vehicles, building premises, or embedded in any manner in the ground. Information may be handed out in the rented area only.** (_____)

Renters may not cook in the kitchen, however, you can conduct food prep and use warmers. Frying is prohibited in the facility. Outdoor grills or fryers are acceptable outside of the facility, but must be at least 30ft away from the building. (_____)

Seating and Standing Capacity - Lancaster County has determined the maximum legal seating and standing capacity for all Recreation Centers. These capacity limits must be strictly adhered to. Rentals cannot be accepted for any number over the legal capacity. LCPR will provide tables and chairs up to the inventory stored at each Recreation Center.

Additional tables and chairs for additional seating (not to exceed the limits below) must be provided by the lessee.
 (_____)

***Capacity Restrictions may apply due to COVID-19. For updated capacity restrictions please call our main office 803-285-5545.**

Andrew Jackson Recreation Center & Indian Land Recreation Center:

Room	Seating	Max Cap.
Gymnasium 120' L x 65' W	Maximum Seating Capacity (with tables and chairs)	300
	Maximum Bleacher Capacity	200
	Maximum Standing Capacity (w/o tables and chairs)	450
Activity Room 40' L x 30' W	Maximum Seating Capacity (with tables and chairs)	100
	Maximum Standing Capacity (w/o tables and chairs)	125
Conference Room 26' L x 23' W	Maximum Seating Capacity (with tables and chairs)	25
	Maximum Standing Capacity (w/o tables and chairs)	50

Buford Recreation Center & Springdale Recreation Center:

<u>Room</u>	<u>Seating</u>	<u>Max Cap.</u>
Gymnasium 170' L x 65' W	Maximum Seating Capacity (with tables and chairs)	500
	Maximum Bleacher Capacity	400
	Maximum Standing Capacity (w/o tables and chairs)	654
Activity Room 50' L x 40' W	Maximum Seating Capacity (with chairs)	144
	Maximum Standing Capacity (with tables and chairs)	103
Conference Room 26' L x 23' W	Maximum Seating Capacity (with tables and chairs)	25
	Maximum Standing Capacity (w/o tables and chairs)	50

Permittee is responsible for removing all trash, debris, decorations and return the site to its original location following the event. Permittee is responsible for securing porta-jons (upon approval of LCPR) and having them picked up the day of or business day following the event.

HOLD HARMLESS CLAUSE

Permittee/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly, arising out of or in connection with the permitted activity or the conduct of permittees operation. Permittee hereby expressly agrees to defend and save the County harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents and employees.

Applicant's signature: _____ Date: _____

Return application to: Lancaster County Parks and Recreation
 Attention: Anna Sims or Christy Johnson
 PO Box 243
 Lancaster, SC 29721
 Email or Fax to: 877-636-7972 aksims@lancastersc.net or
christyjohnson@lancastersc.net

OFFICE USE ONLY:

Event Approved: _____

Event Fees: _____

Security Deposit required: _____

(Refundable after the event if contract terms were met for use, clean-up and no damage was sustained to the grounds, equipment and/or facilities).

Number of Off Duty Police Officer(s): _____

Event Director _____ **Date** _____ **(Applicant)**

LCPR Signature _____ **Date** _____