

CITY OF FOUNTAIN INN

FACILITIES RENTAL AGREEMENT

THIS RENTAL AGREEMENT is entered into the day and year hereinafter set forth, by and between the City of Fountain Inn, South Carolina (the "City") and Tenant:

FACILITY:	
EVENT DATE:	
STARTING TIME:	
ENDING TIME:	

1. RENTAL FEES:

Deposit (non-refundable)	\$250.00	
Security Deposit	\$200.00	
Due today:	_____	\$450.00

Rental Fee (due 15 days prior to event): _____

The Deposit holds the Facility for the Event Date until 15 days prior to the Event Date and is non-refundable and non-transferrable. If the Rental Fee is not paid on or before 15 days prior to the Event Date, this rental agreement will be automatically cancelled. The Security Deposit will be returned within one week after the Event Date if the Facility, after inspection, has not been damaged. Tenant is responsible to pay for the repair of any damage to the Facility.

Payment may only be made by cash, credit card or cashier's check.

2. DATE CHANGES: Up to 15 days prior to the Event Date, should Tenant desire to change the Event Date, the City of Fountain Inn will try to accommodate Tenant. Tenant agrees to pay any additional expenses the City may incur as a result of a change of the Event date.

3. CANCELLATION: In the event of a cancellation made in writing and received by the City less than 60 days in advance of the Event Date, all payments made to the date of the cancellation shall be non-refundable. Any amount that remains due and payable to the City shall be due immediately.

4. RULES AND REGULATIONS: This agreement is subject to such rules and regulations as may be imposed for the Facility by the City. The rules and regulations are incorporated herein by reference.

In addition, the following is a list of rules and regulations which must be followed by all EVENT PLANNERS, WEDDING COORDINATORS, VENDORS and the like who are involved in the planning and execution of the event:

(a) **Parking:** All vehicles associated in any way with the event or wedding must be parked within the parking area. No vehicles shall be parked on any other lawn surface or on unallowable streets.

(b) **Barbecues/Grills:** Barbecues and grills are to be used outside only. No fires are to be started directly on the grounds of the venue.

(d) **Candles:** All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

5. EVENT ENDING TIMES: All outdoor events must end by 11pm on Friday and Saturday evenings, 10pm on Sunday-Thursday evenings to comply with sound ordinances and in order to allow for cleanup and closure of the site by midnight.

6. DECORATIONS: Decorations may not be hung with nails or screws or by any other means that will damage or leave holes in the Facility. All decorations must be removed immediately at the close of the event unless special arrangements have been made with the City in writing.

Note: The use of birdseed, bubbles, flower petals and sparklers are permitted only outdoors for wedding and reception farewells. Rice, confetti, balloons, glitter and pyrotechnics, are not permitted inside or outside the Facility.

7. INSURANCE: Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$500,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name The City of Fountain Inn as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

8. ALCOHOL/BEVERAGES/ILLEGAL SUBSTANCES: If Tenant wishes to have alcohol at the event, a separate Alcohol Event Permit must be obtained from the City. All the rules governing the issuance and use of an Alcohol Event Permit shall apply to this agreement.

9. SMOKING: Smoking is not allowed at any City Facility.

10. CHILDREN:

All children under the age of 12 MUST be supervised at all times!

11. PHOTOGRAPHY: The City and the Facility uses video and still photography to assist with promotion of the Facility. All photographs taken at the Facility, including those taken by the event photographer, must be made available to the City, at no cost, for use for promotional purposes. **NO** boudoir or nude photography is permitted.

Party providing services:

(Name of Event Planner, Wedding Coordinator, Florist, Photographer, Catering Company Here)

Name: _____ Telephone #: _____ Certificate of Insurance _____

Name: _____ Telephone #: _____ Certificate of Insurance _____

Name: _____ Telephone #: _____ Certificate of Insurance _____

Name: _____ Telephone #: _____ Certificate of Insurance _____

Name: _____ Telephone #: _____ Certificate of Insurance _____

Name: _____ Telephone #: _____ Certificate of Insurance _____

THE ABOVE IS AGREED TO:

City of Fountain Inn

Tenant (Financially responsible for all the above)

By: _____

Its: _____

Date

Signature

Print Name

Date

Telephone Number

Address