

**The City of Orangeburg
Parks and Recreation Department**

1099 Russell Street P.O. Box 387 Orangeburg, SC 29116-1321 (803) 533-6020
Business Hours: Monday –Friday 8:00am-5:00pm

SHELTER RENTAL CONTRACT

Date Requested _____

Date Paid _____

Name/Organization _____ Today's Date _____

Address _____

Email _____

Phone _____ Purpose of Use _____

Time of Event _____

Please check desired shelter listed below:

____ **Albergotti Shelter** ____ **Art Center Shelter** ____ **Glover Street Shelter**

(Approx. 50 guests per shelter)

____ \$75 rental fee (minimum 4 hours)

____ \$125 rental fee (minimum 8 hours)

____ \$25 for each additional hour

Electricity Included

****ALL RENTALS ARE FROM DAWN TO DUSK!!!****

Rules of Shelter Rental Use

1. Rentals are on first-come/paid basis: Cancellation less than two weeks before rental due date will result in forfeiture of one half of your payment. If you are paying via check, then there will be a thirty (30) day hold before refunding security deposit. Shelter fees are non-refundable, unless there is inclement weather; we will reschedule your rental or refund your rental fee.
2. All fees are due when making reservation(s); reservations can be made up to one week before event if paying cash; two weeks if paying by check. Abuse of shelter will result in forfeiture of future rental privileges through the City of Orangeburg Parks and Recreation Department. The renter is responsible for any additional damages to shelter.
3. There are no grills located on the premises; you are responsible for bringing your own grill if desired.

4. There are no Disc Jockeys or loud music allowed on premises.
5. **ABSOLUTELY NO SMOKING OR ALCOHOL ON PREMISES.** Reports of smoking or use of alcohol will result in forfeiture of deposit and loss of future rental privileges with the City of Orangeburg Parks and Recreation Department.
6. Shelter must be left in proper condition. Place all trash in provided trash receptacles.
7. All renters' equipment/property must be removed before end of rental date unless special arrangements have been made. If not removed, they will be considered abandoned and become property of the City of Orangeburg Parks and Recreation Department.
8. Restrooms if available will close at 8:00 pm.
9. It is understood that **NO** water access is provided under this rental contract.
10. It is known that all gatherings of 25 or more people will require the obtaining of an Assembly Permit from the Department of Public Safety to comply with the City Ordinance.
11. I agree to secure a General Liability Policy in the amount of \$1,000,000, naming the City of Orangeburg as an additional insured if I use inflatable equipment, or amusement equipment or animals used as amusement rides. The policy will be turned into Parks and Recreation Department a minimum of one week prior to the rental. If no policy is obtained the renter will be asked to remove the equipment/animals from City property.

The undersigned has agreed to rent or lease the premises in good condition and leave it in the same condition as received. The undersigned also agrees to all the rules and regulations imposed by the City of Orangeburg Parks and Recreation Department in renting the shelter and specifically agrees to indemnify and holds harmless the City of Orangeburg Parks and Recreation Department and its employees for any and all claims, demands, actions, proceedings, judgments, losses, damages, counsel fees, payments, expenses and liabilities whatsoever which the undersigned incurs by reason of the use of the facility. Such indemnity shall also apply and all damages or liability that be attributable to the use or unlawful use of alcohol or other illegal substances during the term of the lease.

This agreement shall be binding upon the undersigned, and this agreement shall be construed in accordance with the laws of the State of South Carolina.

Signature of Parks and Recreation Staff

Signature of Renter

Date

Date