Manning
-SOUTH CAROLINA-

29 W. Boyce Street, PO Box 546, Manning, SC 29102
803-435-8477; Fax: 803-435-4608

City Park Shelter/Facility Reservation

Rental Agreement

1. Name_____

2. Phys. Address_____Phone_____

3. Mailing Address_____

4. Shelter/Facility requested _____

5. Date Requested_____Time Requested_____

6. Type of Event_____# of participants_____ __
(events with more than 50 participants require additional insurance)

The City of Manning is proud to provide public spaces for your enjoyment. In reserving the above named facility, you must agree to the following conditions:

HOLD HARMLESS AGREEMENT: It is expressly understood and agreed that the Renter shall hold the City of Manning, SC harmless from any accident and/or injury as result of, or in connection with the use of the above referenced property owned by the City of Manning, SC.

GENERAL RULES:

--Parking is permitted in designated spaces only.

--Small, portable grills are allowed; large grills that are pulled by a vehicle ARE NOT allowed. No Grills allowed underneath sheds

--Inflatables are NOT permitted.

--Leave the shelter and surrounding area as you found it.

--All trash on the grounds must be removed.

--Decorations are allowed but must be attached using tape, ribbon, or soft wire and must be removed prior to leaving. Tacks, staples, or nails are not allowed.

--NO ALCOHOLIC BEVERAGES ALLOWED.

--SMOKING IS PROHIBITED.

--Activities must take place between the hours of 9AM to 8PM

--Live entertainment is not permitted without prior consent.

--Cancellation is required within 7 days of scheduled event in order for refunds to be considered.

--The person reserving the shelter is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.

I HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF CITY OF MANNING FACILITIES WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES AS STATED.

SIGNATURE____DATE____________

RESERVATION DEPOSIT: $100.00 (CASH OR CHECK)

DEPOSIT DUE AT TIME OF RESERVATION REQUEST-- deposit will be refunded within 14 business days if the reservation holder complies with all the above "general rules".

Violations to the above regulations will result the forfeiture of the reservation deposit, vacating the premises immediately and may result in losing the privilege of reserving city facilities in the future.

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OFFICE USE:

PAYMENT AMOUNT:__________ CASH:____________CHECK#:_________________

PAYMENT RECEIVED ON ____________________BY____________________

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TULIP SUPPLEMENTAL INSURANCE INSTRUCTIONS

1. INSURANCE IS SECURED BY TYPING IN THE FOLLOWING WEB-SITE: http://www.onebeaconentertainment.com/e/tulip/apply.aspx

2. Type in the following ID Code which identifies the City of Manning: **0501-676**

3. Answer the Questions as presented and an online quote will be provided.

4. Enter payment information; once accepted, the information will automatically be sent to the City of Manning.