

Reservation Form

For use of the Travelers Rest Fire
Department Community Room

It Starts With



Date: _____ Payment: _____

Name of Responsible Party:

Mailing Address: _____

Home Phone: _____ Other Phone: _____

Purpose: _____

Date of Event: _____ Time of Event: _____

Please provide a brief description of the
event: _____

Estimated attendance for the event: _____

Do you plan to serve food? YES NO

*If yes, describe which type of foods and beverages are to be
served:* _____

Describe any power or audio visual needs at the
event: _____

Describe any revenue to be generated at the event (if
applicable): _____

CITY OF TRAVELERS REST - EVENT PERMIT FORM

Hold Harmless Clause

Permittee 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 permittee's operation. Permittee hereby expressly agrees to defend and save the City harmless from any penalties for violations 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 resulting from the negligence or intentional acts or omissions of its officers, agents and employees.

I, _____ (please print name), have received and read the City of Travelers Rest Hold Harmless Clause, and understand it in its entirety.

Signature of Applicant	Title	Date

Police Approval / Date (if applicable):

Comments (including number of officers required for event to be permitted

City of Travelers Rest, Fire Chief	Signature	Date

If the City Administrator determines that it is necessary to have one or more off-duty police officers at the event, the event organizer is responsible for payment directly to the officers prior to the start of the event. The rate is \$30 per hour per officer. There is a two hour minimum required.

Signature of Applicant and Date

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Community Room Reservation Policies

The City of Travelers Rest reserves the right, on an individual basis, to refuse rental to events deemed inappropriate. Rental fees are subject to change without notice. City events take precedent over any other scheduled events. Additional policies and restrictions may apply. Any regulations not adhered to under these policies and enforced by the responsible party will result in the group being barred from future use of the stage.

- A. **Reservations:** Reservations are not valid until a rental contract has been signed by all parties specified on the Special Events Application (Completed application with all necessary signatures constitutes contract). All fees must be payable by cash, check or money order only. Subleasing is prohibited.
- B. **Hours:** Rental hours are from 8:00 am until 10:00. Failure to vacate by the designated time listed on the Special Events Application will result in loss of your security deposit and may include extra fees.
- C. **Deposits and fees:** There are two required payments that must be paid at the time the rental contract is signed: the Rental fee in full, and the refundable Security Deposit for additional clean-up or for damages. All fees must be paid to confirm reservation. Additional rental fees may be incurred for failing to comply with regulations.
- D. **Cancellation:** Rental fees and deposits will be refunded for events cancelled at least one week in advance. If the event is cancelled less than one week in advance, the security deposit will be forfeited and the rental fees will be returned.
- E. **Set-up and decorations:** All decorations must be approved by the City prior to the event, and shall be removed immediately after the event's conclusion. Set up time is included in the rental hours. There is no additional time allotted for setup or removal.
- F. **Damages:** Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, walls, countertops, cabinetry, restroom facilities, lobby area, whether made by the renter, his employees, agents, volunteers or guests. Incurred damage and cost of repairs will be determined by the City Administrator.
- G. **Explosives:** Possession and/or use of fireworks, & explosives are strictly prohibited.
- H. **Tobacco use:** Use of tobacco products is prohibited in the park, including the Fire Department Community Room.
- I. **Right to alter or end an event:** The City of Travelers Rest maintains the right to alter or end any event at any time it deems necessary to assure the continued public safety, health, and welfare of event participants. In the event a function is ended for cause, no refund will be made.

Any person violating the existing rules and regulations shall be expelled from further use of the facilities and prosecuted in accordance to state and local laws.

CITY OF TRAVELERS REST - EVENT PERMIT FORM

Community Room Rental Agreement

Rental Fees: \$125.00 for first two (2) hours and \$50.00 for each subsequent hour.

Deposits: Rental payment is due in full before the permit can be issued. In the event of cancellation less than a week prior to the event, the City will retain a \$100 rental deposit and the remaining balance is refundable. A refundable \$100 security deposit payable at the time of reservation. The security deposit will be refunded following City inspection of the facilities after the event.

I, _____ (please print name), have received and read the City of Travelers Rest Reservation Policy. I understand that failing to adhere to the policy may result in the loss of my security deposit and additional action by the City to recoup any damages or losses.

Signature of Applicant	Title	Date

City of Travelers Rest, Fire Chief	Signature	Date