

CONWAY PARKS, RECREATION & TOURISM

SHELTER RENTAL FORM
RENTAL FORM

*The person filling this form out and signing the application is responsible for their party and must be on site
The entire time the party is being held, including set up and clean up.*

Name _____
Company/Group _____
Address _____
City _____ State _____ Zipcode _____
Phone _____ Email _____

PLEASE CHECK THE SHELTER YOU WISH TO RESERVE

- | | |
|--|--|
| <input type="checkbox"/> COLLINS PARK #1 | <input type="checkbox"/> COLLINS PARK #2 |
| <input type="checkbox"/> CONWAY RECREATION COMPLEX | <input type="checkbox"/> MARINA POINTE |
| <input type="checkbox"/> RIVERFRONT PARK | <input type="checkbox"/> SHERWOOD FOREST PARK #1 |
| <input type="checkbox"/> SHERWOOD FOREST PARK #2 | <input type="checkbox"/> SMITH-JONES #1 |
| <input type="checkbox"/> SMITH-JONES (PARMLEY) #2 | <input type="checkbox"/> WACCAMAW RIVER PARK |

DATE OF EVENT: _____ EXPECTED ATTENDANCE: _____

_____ ½ DAY 9:00am – 2:30pm	<i>\$15.00 City Resident / \$25.00 Non-Resident</i>
_____ ½ DAY 3:00pm – 8:30pm	<i>\$15.00 City Resident / \$25.00 Non-Resident</i>
_____ FULL DAY 9:00am – 9:00pm	<i>\$30.00 City Resident / \$50.00 Non-Resident</i>

DESCRIBE YOUR EVENT (Please be specific - *Birthday Party, Family Reunion, etc...*)

**To reserve a shelter at one of the following parks, (Collins Park, Conway Recreation Complex, Riverfront Park, Sherwood Forest Park, Smith-Jones Park, or Waccamaw River Park) an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later 48 hours prior to the reservation date. Payment in full must be made at the time of reservation.*

Only cash, credit or debit card payments will be accepted within seven (7) business days of the desired reservation.

****A cancellation with less than 72 hours written notice shall result in forfeited facility rental fees.***

I/We (applicant) agree to be fully responsible for the facilities rented per conditions as outlined on the front and back of this reservation request. Applicant understands that this request should be returned to the Conway Parks, Recreation & Tourism Department for processing. Applicant understands this request is subject to the approval of the Parks, Recreation & Tourism Director or his designee. Rental is for shelter only and no other areas of the park. Applicant further agrees to save, defend, and hold harmless the City of Conway, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from applicant's use of occupancy of any City of Conway, SC property or any activity conducted by applicant on that property. Failure to comply shall result in additional fees being charged for damages that may occur while the shelter is rented.

Signature of Applicant

Date

For Office Use Only

_____ City Resident _____ Non-Resident Amount Paid: \$ _____ Cash Check Credit Card

Approved by: _____ Date entered in Sportsman calendar: _____

**Conway Parks, Recreation & Tourism
Shelter Rental Rules & Regulations**

The Conway Parks, Recreation & Tourism Department sanctions the use of Park Facilities in the City of Conway, provided the use does not interfere with regular Parks, Recreation & Tourism Department functions and operations. Shelters may be reserved to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Ordinances of Conway.

1. **Hold Harmless:** Applicant agrees to save, defend, and hold harmless the City of Conway, its agents/employees from any and all claims for loss/damages, including any fees, fines or penalties (including legal fees and costs incurred) arising from the applicant's use or occupancy of any City of Conway property for any activities conducted by applicant on that property.
2. Reservations are for shelter areas only.
3. Park facilities are not provided for commercial or profit making activities. Fees may not be charged.
4. A reservation request may be made in person at the Conway Recreation Center, 1515 Mill Pond Road, Conway SC or online at www.ConwayParksandRecreation.com.
5. All decorations, equipment, paraphernalia, food, trash etc... provided by the applicant or their authorized representatives must be removed from the shelter area prior to the end of the contract period stated on the front of this application.
6. Independent Contractors, such as Caterers, Decorators, Photographers, etc... that you use for an event/activity held at this facility must have a City of Conway Business License. Please list name and contact information any of the above that you plan on using:

7. No inflatables, pony rides, water features or other commercial type activities are allowed on park property.
8. No staples, nails, tape, thumb tacks, etc..., may be inserted into the shelter structure or ceiling.
9. No drugs, alcohol or tobacco products are allowed in the park. All Parks (including parking lots) are **Smoke Free!**
10. Only applicants age 21 and older will be considered for approval.
11. The Parks, Recreation & Tourism Director reserves the right to deny any applications submitted.
12. No Rice, grain, confetti, etc., shall be thrown or distributed in the shelter area.
13. Damages to the shelter/grills shall be billed to applicant. *Picnic tables are **NOT** to be removed from the shelter area.*
14. Applicant is responsible for depositing trash in the proper receptacles. Picnic tables must be wiped down after use. Any trash or debris on the ground/area must be picked up and properly disposed of.
15. Any signs on park property must be approved in advance. This facility cannot be subleased.
16. Applicant shall be responsible for replacement cost of any damages that occur to the shelter/grills during the rental period. Parks, Recreation & Tourism staff inspect the facility after each rental.
17. All vehicles must be parked in authorized parking spaces. No parking on the grass.
18. This property is subject to all ordinances of the City of Conway. The City of Conway's noise ordinance is in effect. Loud music is not allowed. Parks, Recreation & Tourism Staff and/or Conway Police reserve the right to shut down the event if any rules and regulations are not adhered to.
19. A permit will be posted at each shelter designating the party, reservation date, time and location. In the event of problems, please call the Conway Recreation Center at 843-488-1950 or 9-1-1.
20. Grills are available for cooking food only. Please make sure the fire is out before leaving the site.
21. Fire is allowed in designated grills only.
22. Shelters may be reserved during the following times: **9am – 2:30pm, 3pm – 8:30pm or 9am – 9pm.**
23. **Rental Rates are:** ½ Day: \$15 – City Resident / \$25 – Non-Resident.
Full Day: \$30 – City Resident / \$50 – Non-Resident
24. The City-Resident rate applies only to those who live within the city limits of Conway, SC.

I Understand: **Initials:** _____