



**TOWN OF BLUFFTON
FACILITIES & PARKS
RENTAL AGREEMENT**

Community Events
1264 May River Road
Bluffton, SC 29910
(843) 706-4583
www.townofbluffton.sc.gov
communityevents@townofbluffton.com

I, _____ hereby apply for the rental of
Print Name

- Oyster Factory Park Eastside (Wharf Street) – Please read, initial, and sign page 3
- Oyster Factory Park Westside (Wharf Street) – Please read, initial, and sign page 3
- Rotary Community Center (Recreation Court) - Please read and sign page 4-6
- Field of Dreams at Oscar Frazier Park – Please read, initial, and sign page 7

Rental Date/s			
Contact Name			
Phone Number		Email	
Address			
City		State	Zip

Event Name or Type of Event

Expected Attendance _____

Will alcohol be served Y or N If Yes, will it be sold Y or N

Admission Charge Y or N

Town reserves the right to require officers at events.

The Renter agrees to follow all park rules set forth by the Town _____
Initial



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This agreement is entered into on _____ between the Town of Bluffton
Today's Date

(hereinafter referred to as the Town) and _____
Name of Renter

By signing below, renter agrees to pay for any damages to the property referred to as the Park, including any furnishings, fixtures and appurtenances resulting from actions taken by renter, their guests or any person contracted for the event. The renter agrees to hold the Town and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event.

In signing the contract, the renter agrees to abide by all Town of Bluffton policies, rules and regulations governing the use of the facilities.

All Policies, rules and regulations for renting park/facility are at www.townofbluffton.sc.gov

Renter Signature

Date

Town of Bluffton Representative Signature

Date



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OYSTER FACTORY PARK RULES

Please read the following rules and regulations. Initial next to each and sign at the bottom of the form.

- _____ Park open sunrise to sunset, unless events permit has been issued
- _____ Boat Ramp open 24 hours a day
- _____ No obstructing the use of the boat ramp area
- _____ No open fires without an events permit.
- _____ No grilling underneath the pavilion
- _____ No open alcoholic beverage container without an events permit
- _____ No alcoholic beverages allowed in park, west of Wharf St.
- _____ Motorized vehicles and parking allowed only in designated areas
- _____ Vehicles, trailers, or boats stored more than 24 hours are subject to removal
- _____ Pets must be under control at all times. Pet waste must be picked up and disposed of in pet waste containers
- _____ No weapons
- _____ No solicitation
- _____ Any tents over 400 square feet are required to have a tent permit from the Town of Bluffton
- _____ Clean up and trash removal are required after the event
- _____ Community Events application may be required depending on the type of event
- _____ The Town of Bluffton Police Department has jurisdiction over Oyster Factory Park
- _____ **Wharf Street must remain OPEN for boats and citizens to access the May River**
- _____ **Event holders and attendees CANNOT park vehicles in boat/trailer parking spaces**
- _____ Key for gate lock will be picked up at Town Hall
- _____ **Renter agrees to close the gate at the end of the event**
- _____ Key will be returned to Town Hall (No later than close of business day Monday following event)
- _____ Loss of key will result in a \$25 charge

IN CASE OF EMERGENCY CALL 911

Renter Signature



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ROTARY COMMUNITY CENTER

Rental Policy, Rules and Regulations

RENTER, agrees to abide by all Town of Bluffton policies, and all rules and regulations governing the use of the Rotary Community Center (hereinafter referred to as RCC)

- Renters may enter the center no earlier than 7am
- All events must end at 11pm and renters must exit the center no later than midnight
- Four (4) hour events shall include one (1) hour for set up and one (1) hour for cleanup (six (6) hours total)
- Renters shall use the RCC for temporary private recreational purposes or any other activity allowed by law
- Rental of the center includes sixteen (16) tables (an assortment of five foot round tables and seven and half foot rectangular tables)
- Rental of the center includes approximately one hundred and twenty (120) chairs
- A full kitchen is available at the center with stove and refrigerator. **No kitchenware, utensils or other kitchen equipment is provided**
- Use of the deep fryer is available at a **\$100 fee** for cleaning of the unit
- Oil shall be provided by the renter and renter shall drain the oil at the end of the event and dispose of the oil properly. Specific rules pertaining to the use of the kitchen and the meeting room are posted in each area
- Renter shall provide trash can liners/trash bags
- Pass card will be picked up at Town Hall
- Pass card will be returned to Town Hall
- Loss of pass card will result in a \$25 charge
- **Decoration of Premises** - Renter shall make no alterations to the RCC. Only removable tape, such as craft tape, or painters tape, is allowed when decorating. Command Strips are acceptable for use on walls
- Materials **NOT ALLOWED** are masking tape, packing tape, Velcro, nails, staples, tacks, push pins. Glues or adhesives of any kind are **strictly prohibited**



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- Nothing shall be taped, glued, stapled or tacked to the acoustic panels. **Use of such materials as listed above shall result in a charge of \$100.00 and/or loss of security deposit.** Failure to properly clean up decorations and any craft tape residue on windows, walls, ceilings or any other surfaces shall result the loss of **RENTER'S** security deposit
- **Vacating the Premises** - At the conclusion of the event, **RENTER** agrees to do the following:
 - Remove all personal items brought into the building for the event. Janitorial crew arrives after the event and will dispose of any items left behind
 - Remove all the personal items from the refrigerator and secure all appliances
 - Clean and wipe up any spills that occurred
 - **Tables and chairs shall remain set up after event**
 - Empty all trash cans and place all trash in dumpster outside the kitchen door (**cleaning fee does not include trash removal**)
 - Turn off all lights and set thermostats to 65 degrees during the winter months and 75 degrees during the summer months
 - Set alarm using #2 and exit the building. Renter is responsible for ensuring all windows and doors are locked and secured
- **Restrictions and Miscellaneous Items:**
 - The RCC shall not be rented to any individual or group that advocates unconstitutional or illegal acts or whose activities may be contrary to the best interests of the Town of Bluffton
 - The Town of Bluffton reserves the right to reject any rental application and/or to waive any or all charges as determined in the Town of Bluffton's best interests
 - **SMOKING** - Smoking is prohibited in the RCC
 - **PETS** - Only service dogs are allowed inside the RCC. Other pets are not permitted inside the RCC, and they may not be left unattended anywhere
 - **NOISE** - All scheduled events must comply with the noise limits as outlined in the Town of Bluffton Noise Ordinance
 - **TOWN OF BLUFFTON EMPLOYEES** - Renter and guests shall not pay Town of Bluffton employees for any services provided



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ALCOHOL - Alcohol may be served in the center. Proper documentation shall be required if admission is charged or if alcohol is sold. The Police Department reserves the right to require a police officer and/or a security officer at the event at renters/event holders' expense

- **MINORS** - No alcohol shall be permitted at an event that is intended to be for persons underage. The Police Department reserves the right to require a police officer and/or security officer at any event
- **PILOT LIGHTS MUST REMAIN LIT ON THE STOVE (DO NOT EXTINGUISH)**
- **CONFETTI, SPARKLES, OR GLITTER ARE NOT ALLOWED IN THE RCC OR AT AN EVENT**

• **Cancelation of Rental**

- The Town of Bluffton reserves the right to cancel any rental contract in the case of facility abuse
- The Town of Bluffton reserves the right to cancel any rental contract due to extreme weather conditions, natural or man created disasters

IN CASE OF EMERGENCY CALL 911

Renter Signature



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FIELD OF DREAMS RULES

Please read the following rules and regulations. Initial next to each and sign at the bottom of the form.

- _____ Park open sunrise to sunset, unless events permit has been issued
- _____ No open alcoholic beverage container without an events permit
- _____ Motorized vehicles and parking allowed only in designated areas
- _____ Vehicles and trailers stored more than 24 hours are subject to removal
- _____ Vehicles may not stay parked on field during the event
- _____ Pets must be under control at all times. Pet waste must be picked up and disposed of in pet waste containers
- _____ No weapons
- _____ No solicitation
- _____ Any tents over 400 square feet are required to have a tent permit from the Town of Bluffton
- _____ Tent stakes shall not be installed and/or placed near the irrigation sprinklers or lines
- _____ Clean up and trash removal are required after the event
- _____ Community Events application may be required depending on the type of event
- _____ The Town of Bluffton Police Department has jurisdiction over Field of Dreams

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Master Fee Schedule – FY2017

Section IV – Recreation Fees

Rotary Community Center

Item/Description	Basis	Fee
Private Event Rental		
Rental Fee (four hour block)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee (for use of deep fryer)	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%
Non-Profit Rental		
Rental Fee (four hour block)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee (for use of deep fryer)	Per Event	\$100.00
Meeting Rental		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
Rotary Field Rental (Field of Dreams)		
4 Hour Access	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes:		
<ul style="list-style-type: none"> • The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. • All fees will be collected at the Customer Service Center at Town Hall and included with that day's deposit. • Applicant will have a one-hour window for set up and one hour for clean-up. • Applicant may contract with Town's security contractor (\$42.50) or another security contractor approved by the Town. • Security deposit refunds will be mailed to applicants upon inspection and acceptance of the Center after the event. • Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency. 		



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Master Fee Schedule – FY2017

Section IV – Recreation Fees (continued)

Oyster Factory Park

Item/Description	Basis	Fee
Reservation of Park East of Wharf Street		
Rental Fee	Per Day	\$300.00
Less than Full Day	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day	4-Hour Block	\$75.00
Security Deposit	Per Rental	\$100.00
Reservation of Park West of Wharf Street		
Rental Fee	Per Day	\$100.00
Less than Full Day	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00

Additional Notes:

- Non-Profit organizations must be in good standing with the South Carolina Secretary of State and all ticket, food, beverage, and other revenue generated from the use of the facility is returned to the non-profit organization. The Town Manager may deny this waiver to any person or organization attempting to circumvent these requirements.
- The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton.
- Per day includes rental of the park area from sunrise to sunset unless an event permit has been issued.
- Set-up and clean-up must occur during rental time period.
- Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.
- A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized.
- For security service, the applicant must use the Town’s approved security contractor.
- No open alcoholic beverage containers are permitted in the park west of Wharf Street.
- All posted park rules shall apply.