



# Falls Park Rental Contract



(please provide all information requested)

## Applicant Information

Date/Time of Rental:

Name:

Organization: (if applicable)

Phone Number:

Email:

Mailing Address

City

State:

Zip:

Number of Guests Invited:

Name of Caterer:

Comments:

**Policy:** Any event held in Falls Park must not impose hardship on the Park, its staff, visitors, or neighbors. In addition, all events in Falls Park must conform to City of Greenville policies and procedures.

**Reservations:** Reservations are made on a first come first serve basis. All reservations must be made 20 calendar days prior to the event. The City of Greenville reserves the right to limit dates when rental spaces will be available. A reservation permit is nontransferable and may be revoked for failure to abide by the rules and regulations. The City reserves the right to deny a reservation request or cancel due to an act of God or emergency impacting the park. Rentals may be scheduled between the hours of 9:00am and 9:00pm. The rental period for the event may not exceed 8 hours.

**Terms and Conditions:** Extra grills, inflatable kids rides, portable tents or portalets are not allowed. No alcohol is allowed at a city park or shelter. No tents/structures may be erected without permission from the special events administrator. No loud music or Public Address (PA) system allowed. Area will be left clean and free of litter, including removal of all balloons. Use of sidewalk chalk is prohibited. Do not park vehicles on any grass area. No selling of food, beverages, merchandise or other services on park property without permission from the Special Events Division. Payment in full is due when the reservation is made. A one month notice of cancellation is required to receive a 50% refund. Refunds will not be given for cancellations made less than one month prior to the event (even if the reservation was made during this time). All facilities are rain or shine. Refunds will not be given for inclement weather.



**Wedding/Special Events:** Payment in full is due with the signing of the facility rental agreement. A reservation must be cancelled at least one month prior to the event to receive a 50% refund. Refunds will not be given for cancellations made less than one month prior to the event (even if the reservation was made during this time). All facilities are rain or shine. **REFUNDS WILL NOT BE GIVEN FOR INCLEMENT WEATHER.** Rental Reservations are not valid until payment is received.

**Rental Fees:** Rental fees include the rental space only. The City of Greenville does not provide chairs, ministers, flowers, photographers, catering, tents, portable toilets, etc.

**Return Check Policy:** The amount of the check, along with any state allowable fees may be collected electronically if the check is returned for non-sufficient funds.

**Outside Equipment Rental:** All arrangements regarding access to Falls Park for deliveries set up and removal of equipment must be approved in advance. All rental equipment is to be delivered and picked up the day of the event.

**Clean Up:** Clean-up of the rental space; including trash removal, is the renter's responsibility. The rental area should be free of napkins, plates, cups, etc. left by guests. Nothing, including water and ice, is to be dumped on flowers, grass, or shrubs.

**Restrictions:** Rice, confetti, sparklers, and glitter are not permitted. OPEN FLAMES, SOUND AMPLIFICATION SYSTEMS, AND TENTS ARE NOT ALLOWED.

**Vehicles:** Vehicles are not allowed to park on the grass or cross the land bridge between Furman Way and Falls Park. Failure to abide by this rule may cause your rental to be voided. Golf carts may not be used by the renter. Arrangements may be made, in advance, for the use of park vehicles to aid in set up and break down. A fee will be assessed for this service.

**Parking:** Parking in Falls Park is limited and may not be reserved.

**Alcohol: Alcohol is NOT allowed.**

**Amplified Sound: Amplified sound is NOT allowed.**

**Catering:** An additional \$50 catering fee will apply for rentals and special events using professional catering companies.

**Gardens:** Due to seasonal changes in Falls Park, the City of Greenville cannot guarantee the rented space will have the same appearance as when originally viewed.



**Responsibility:** Any client seeking the use of Falls Park for an event will assume full responsibility for the conduct of all persons attending the event. The client will be responsible for any damage done to the premises by the client's guests or independent contractors. All clients will be required to conduct the event in an orderly manner in full compliance with applicable laws, codes, rules, and regulations.

**Disclaimer:** The City of Greenville is in no way responsible for personal items lost, left behind or stolen. The City of Greenville is in no way responsible for the actions of the public, such as disturbing an event in progress, taking photographs during an event, driving to and away from rental sites, etc. Falls Park is open to the public and exclusive use of an area of the park cannot be granted.

**\*Please initial and sign where indicated and return with your payment. Be sure to make a copy for your records.**

**I have read the above policies and procedures. I hereby agree to hold the City of Greenville and its employees harmless of any liability and loss which the renter, his/her guests, or vendors may suffer or incur by reason of any injury to or death of any person, or damage to any of the renter's property caused by the renter's vendors, employees, or guests on Park premises. I understand that the City reserves the right to alter or end an event anytime it is determined necessary to ensure continued public safety, health and welfare for the event participants, park visitors, or surrounding community.**

**I promise to abide by the rules and regulations that govern the use of Falls Park. I understand that failure to abide by the same could result in denial of future use of the Park. It could also result in my having to reimburse the City of Greenville for any damages beyond normal usage.**

**I understand I will be held responsible for any damages to property, failure to remove trash from site, etc., I approve any necessary charges to my credit card per this document.**

Signature:

Date: