



CITY OF WOODRUFF CONCESSION STAND Rental Contract

The City of Woodruff Concession Stand will be made available to the renter for the period of time specified at the time the facility is rented through the offices of the City of Woodruff for the amount of the rental fee and deposit as stipulated by the city council. It is not the intent of the city council that the facility be used for regularly scheduled, ongoing programs, services, and activities. Official city meetings and functions shall always retain priority over all requests for use of the facility.

The renter shall indemnify and hold harmless the City of Woodruff, South Carolina, its officers, agents and employees against any and all loss, damage, and /or liability that may be suffered and caused by, arising out of, or in any way connected with the occupation or use by the renter of the City of Woodruff Park Shelter playground equipment, and any other facility or equipment used as part of the rental or any part thereof, or in the rights and privileges herein granted.

Deposits and Fees: The total amount on the fee structure must be paid at the time the rental contract is signed.

Cancellation: Cancellations less than 3 days prior to the event will result in loss of the total amount on the fee structure. Rescheduling an event will be treated the same as a cancellation.

Rain Policy: We will attempt to reschedule your event in case of severe weather. In case of rain on the day of your rental, it is your responsibility to contact the City office on the next business day to reschedule.

Hours of rental: The Concession Stand is available for rent during the hours of 8:00AM to dusk, seven days per week. The facility is city property and will be patrolled by the Woodruff Police Department Staff. All persons in the Park and on the grounds are subject to all municipal, state and federal laws.

Security Officers: The City Of Woodruff reserves the right to require the services of security officers at the lessee's expense for any function or event the City Manager or Police Chief deems necessary. When officers are required you must retain them from the beginning of your event time to the end of your rental time. The City of Woodruff will provide necessary security officers at the lessee's expense at a fee of \$25.00 per hour per officer with a \$10.00 administrative fee per officer.

Inflatables and Mechanical Rides: The use of inflatables and mechanical rides must be pre-approved by the City Manager at least 2 weeks prior to event. Rides may not be open to public use and proof of insurance listing the City of Woodruff as an additional insured must be provided.

Parking, Loading & Unloading: All vehicles should park in designated parking areas.

Alcohol Consumption: Serving of alcohol will have to have the approval of the City Manager. The use of drugs is prohibited on all city property

Caterers: All food must be pre-made prior to event. There is NO cooking allowed on site.

Set-Up and Decorations: Party balloons are allowed on park property. Glitter, confetti, and silly string are strongly prohibited. Any decorations used in the Concession Stand shall be installed in such a manner as not to ruin or deface the area in any way. The renter shall not damage or allow to be damaged in any way the area or any fixture or personal property located therein. In the event of damage, the renter shall promptly restore facilities or property to its original state of repair or will pay to the city the costs of the required repair. The renter shall, upon completion of the use of the Concession Stand, promptly remove all decorations, display, and equipment used by the renter and will deliver the Concession Stand to the city upon expiration of the rental period in as good a state of repair and condition as existed upon occupancy.

Clean-Up: The renter shall be responsible for the removal of all decorations, garbage and debris from the facility and grounds and place into the city's trash canisters.

Weapons & Explosives: Possession and/or use of firearms, weapons, fireworks and explosives are prohibited.

Right to Alter or End an Event: The City of Woodruff maintains the right to alter or end an event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of the event participants. In the event a function is ended for cause, no refund will be issued. Any violations of the conditions herein set forth may be grounds for refusal to rent the facility to the individual renter or the group represented in the future.

The undersigned represents that they are authorized to sign and enter into this agreement.
Accepted and agreed to:

Print Name _____

Sign Name _____

Date: _____

City of Woodruff

Sign Name _____

Date: _____

