



RENTAL POLICY for the **GAZEBO**

1. Rental of the gazebo may be requested by calling or writing to the Irmo Town Hall to verify availability. Reservations should be made a minimum of one (1) month in advance, if possible.
2. Each request must contain the name, address, and telephone number of the requestor; the purpose of the function, and the number of people projected to attend
3. Payment for rental and deposit fee, are due when paperwork is filled out (including signed contract) and returned to Irmo Town Hall. The deposit fee will be returned within two (2) weeks following the function, if proper clean-up was accomplished and no damages were noted. In the event of a cancellation, a minimum of two weeks is required (otherwise, there will not be a refund on the fee).
4. Requestor must provide a picture I.D. as proof of residency when submitting an application (in-town fees will only be granted to residents within the Town of Irmo Municipality).
5. Official Town meetings and functions shall have priority over other requests.
6. The requestor shall be held solely responsible for the condition of the park to include: damages to trees, plants, pond and permanent structures. Additionally, the requestor shall sign an agreement releasing the Town from all liability arising from the use of the park.
7. Requestor violating these policies shall not be permitted use of the park in the future.
8. Any individual/group who will use amplifiers and/or electric instruments, etc. must receive prior approval from the Administrator. The operating or playing of any radio, television, "boom box", musical instrument or similar device which produces or reproduces sound in a motor vehicle or public park in a manner as to be plainly audible at a distance greater than fifty (50) feet is prohibited.
9. Noise levels must be reduced by 9:00 pm. Park hours are 7:00 am – 10:00 pm.
10. Ticket sales are prohibited except by approval of the Administrator.
11. No Alcohol Beverages Allowed.
12. No Grills Allowed.
13. No Smoking on Park Premises.
14. No Pets Allowed.
15. No Skateboards, Roller Blades, Scooters or Bicycles.



16. No Littering. (Please Use Receptacles)
17. An Adult Must Accompany Children Under 12.
18. Parking areas are clearly marked at both the park and municipal complex. Parking is prohibited along Columbia Avenue (vehicles will be ticketed).
19. Tents are not allowed on the grass areas without prior approval from Town Hall.
20. Chairs can only be placed along the amphitheater steps (approximately 150).
21. The Town of Irmo is not responsible for inclement weather and will not refund the user fee.
22. Vehicles are prohibited on the grass areas within the park. Any loading and off-loading must be done in the parking areas, and items carried across the grass.

RENTAL COST

Residents, Organizations, Civic Groups (**INSIDE** town limits)

Security Deposit	\$150
Daily Rental Fee <small>(up to 4 hours from set up to clean up)</small>	\$75
Additional Hours	\$25 per hour

Non-Residents, Organizations, Civic Groups (**OUTSIDE** town limits)

Security Deposit	\$250
Daily Rental Fee	\$125 per hour

Please call 803-781-7050 for reservations