



CITY OF GOOSE CREEK RECREATION
Party Package Agreement

Party Package (circle one): *Basketball* *Climbing Wall*

Date of Rental: _____ Time of Rental _____ to _____ (no rentals after 7 pm)

Renter's Name: _____ Birthday Child's Name/Age: _____

Address: _____ City: _____ Zip: _____

Phone #: _____ Email Address: _____

Number of Children: _____ Equipment Brought In: _____

Theme Choice: _____

Rental Fee: \$ _____ must be paid in full NO LATER THAN 4 WEEKS prior to the rental. Due date _____

Party Packages include three 8-ft. tables and 25 folding chairs. No outside tables are permitted.

Reservations are made upon receipt of signed Rental Agreement and security deposit. This deposit is a separate check from Rental Fee. Upon completion of the rental, the Renter will leave the premises in the same condition as at the beginning of the rental. If the premises are left in good condition the Security Deposit will be refunded in full via mail within thirty (30) days. If the premises are NOT in good condition the Security Deposit will be used to clean/repair the facility. Failure to leave at scheduled time will result in additional hourly fee, which will be deducted from the security deposit.

Condition of Premises/Indemnity- The facility is being rented in an "as is" condition. Renter acknowledges having satisfied himself/herself that the facility in its present condition is suitable for its needs. The Renter agrees to indemnify and hold harmless the City of Goose Creek and their respective agents, employees, officers, officials and successors, and assigns from any and all claims, demands, actions or causes of action for personal injury or property damage or any other loss that arises or is alleged to arise from the rental of the facility by the Renter or from the use thereof by any guests, invitees, agents, servants or employees of Renter, including any participants in activities sponsored by Renter and conducted at the facility.

Signature (Responsible Renter): _____ Date: _____

Signature (Staff): _____ Date: _____

For office use only: Received by the City of Goose Creek Recreation Department

Security Deposit \$ _____ Date: _____ Residency verified _____ Staff Initial _____

Rental Fee Paid \$ _____ Date: _____ Receipt # _____ Staff Initial _____

Amount of Security Deposit Refunded: \$ _____ Amount Withheld _____ Date: _____

Reason: _____

GOOSE CREEK RECREATION FACILITY RENTAL FEES/GUIDELINES

Facility Rental Fees

\$100 Security Deposit in cash or check only required at time of booking

Party Package	Fee	Includes
BASKETBALL	\$120R/\$140NR	2 hours in party room & gym <i>Up to 15 children</i>
CLIMBING WALL	\$120R/\$140NR	2 hours in party room with 1 hour on wall <i>Up to 15 children</i>

Rental Time: Renters cannot arrive, decorate, drop off food etc. before their rental time starts.

Rental Area: This reservation entitles RENTER to the use of the stated area and restrooms only. No other areas may be used. RENTER must check in at reception desk upon arrival and check out before leaving.

Renter Responsibilities *For Basketball & Climbing Wall Parties only*

It is the responsibility of the RENTER to make sure the facility is left clean. This includes:

- *Wipe all tables and chairs clean. Fold up tables and chairs and return to racks.*
- *Remove all decorations from the premises.*
- *Dispose of decorations and any trash that has fallen on the floor*
- *Bag and tie all garbage and place in the designated green receptacles located outside the building and replace trash bags in the cans provided by the Recreation Department*
- *Mop up all liquid and food spills from the floor*
- *The RENTER is responsible for the set up and take down of all tables and chairs.*

Restrictions:

- **Decorations:** The use of paste, glue, nails, tacks, staples, or any other item that may mark walls, signs, floors, ceilings, doors or windows may not be used while decorating the premises. Use of confetti, glitter, or water balloons is prohibited. No lighted candles may be used.
- **Guests:** All groups are required to have one (1) chaperone at least 21 years old for every (12) participants under the age of 18. No more than the specified number of people will be permitted in the stated facility at any given time.
- **Alcohol:** It is the policy of the City of Goose Creek to maintain an alcohol, drug and smoke free facility. The Renter must be in full compliance with all City of Goose Creek ordinances and State laws.
- **Vehicles:** must be parked in designated parking areas only. No excessively loud music is permitted.

Rental Purpose: Facilities cannot be rented for any moneymaking ventures, fundraisers or functions that are advertised to the public. No on-site selling of tickets, food or beverages will be allowed. No raffles or political activity may be conducted. Rentals are for PRIVATE functions only.

The Renter assumes responsibility for damage to furnishings and equipment. Furnishings and equipment needed beyond those provided by the Center will be the responsibility of the Renter, and subject to the approval of the Recreation Department.

Refund/Cancellation Policy: A cancellation made fourteen (14) or more calendar days prior to the day of the event will result in a full refund of the rental fee and security deposit minus a \$25 cancellation fee. Cancellations made less than fourteen (14) days prior to reservation will result in a forfeiture of the entire rental fee. Security deposit will be returned. The Recreation Department reserves the right to withhold any and all funds from the security deposit based on damage assessments, which include cost of labor and materials. All refunds will be mailed to the Renter within thirty days following the scheduled event.

Violations of facility rules and regulations: participant will be given a first warning; a second warning will result in the reservation being canceled at that time – **No refunds of rental fee or security deposit will be given.**

City of Goose Creek Recreation Department reserves the right to deny use of any activity that is not consistent with our agency mission. The Recreation Department reserves the right to cancel this contract at any time.

I have read and understand the guidelines for renting this facility.

Renter's Signature _____ Date _____
Goose Creek Recreation Staff: _____ Date _____

STAFF: Give 1 copy to renter and 1 copy for files