



# SPRATT BUILDING RESERVATION AGREEMENT

Town of Fort Mill, South Carolina ~ Parks and Recreation Department

This agreement between the Town of Fort Mill and \_\_\_\_\_  
(Responsible Party or Organization Name)

enables the (Responsible Party/Organization) to reserve space at the Spratt Building

on dates and times specified below for the purpose of: \_\_\_\_\_

List specific type of event; family reunion, 16<sup>th</sup> birthday, baby shower, wedding reception, etc.

\*Please note Teen Parties must not exceed 80 guests max and will end no later than 11pm

Date of Rental: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Time of Rental: FROM \_\_\_\_\_ TO \_\_\_\_\_

### RESPONSIBLE PARTY CONTACT INFO (must be 21 years of age or older):

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### THE FOLLOWING FEES HAVE BEEN RECEIVED BY THE PARKS & RECREATION DEPARTMENT:

RENTAL FEE ..... \$ \_\_\_\_\_ Town Residents (resides within Town Limits):  
\$150-first 2 hours + \$50/each add. hour

EXTRA HOURS ..... \$ \_\_\_\_\_ Outside Residents (resides outside Town Limits):  
\$250-first 2 hours + \$50/each add. hour

SECURITY ..... \$ \_\_\_\_\_ ( \_\_\_\_\_ # hours x \$ \_\_\_\_\_ per hour)  
( \_\_\_\_\_ # officers x \$ \_\_\_\_\_ per hour x \_\_\_\_\_ # hours)

**TOTAL DUE** ..... \$ \_\_\_\_\_

AMOUNT PAID ..... \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIPT # \_\_\_\_\_

DAMAGE FEE (if any) \$ \_\_\_\_\_ DATE \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

REFUND AMOUNT (if any) \$ \_\_\_\_\_ DATE \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

*The Town of Fort Mill reserves the right to cancel the reservation by written notice 15 days prior to the event.*



## CONDITIONS OF SPRATT RESERVATION AGREEMENT

1. In order to guarantee confirmation of Spratt Rental, all fees must be paid in full at the signing of the agreement. Cancellation of Spratt Building less than 3 weeks prior to the event will result in forfeiture of all monies paid.
2. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one chaperone per ten (10) youth. (List names, addresses and phone numbers of chaperones). For large gatherings of 100 or more, we may require at least two uniformed Town of Fort Mill police officers at \$32/hour each officer (number of officers required will be determined by Parks & Recreation Staff). Parks and Recreation will make arrangements for the officers. Fees are required at the signing of the agreement.
3. **SPRATT BUILDING RENTER WILL ABIDE BY ALL STATE AND LOCAL STATUES AND ORDINANCES WITH RESPECT TO THE SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON PREMISES.**
4. No kegs of beer are allowed if serving alcohol. Only bottle or canned beer is allowed.
5. Person requesting Spratt Rental agrees to remain until all parties have left the facility, furniture and equipment have been returned to their original place, and the facility has been inspected by a Parks & Recreation staff member.
6. Attendants are required for all Spratt rentals. They will be designated by Parks & Recreation staff and may not be a member of the renting party.
7. Lessee agrees to save, defend, and hold harmless the Town of Fort Mill, SC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee use of occupancy of any Town of Fort Mill, SC property or any activity conducted by Lessee on that property.
8. If any damages occur during rental, the person signing reservation agreement (Lessee) will be responsible for paying for those damages. **Facilities are to be left clean upon completion of the rental. This includes wiping the counter, appliances, restrooms, removing decorations and trash.**
9. No food, drink or vendor sales allowed in Spratt Building.
10. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that is in compliance with the Town's Noise Ordinance and out of consideration of the residents/businesses of the neighborhood nearest the Facility.
11. No smoking allowed in the Spratt Building.
12. No freestanding candles. Candles can be used on tables but must be enclosed in a non-flammable container such as votive candles.
13. No objects can be attached by any means to the walls, floors, or ceiling.
14. No birdseed, rice, or confetti to be thrown in the building.
15. No standing on tables or chairs.
16. All functions must have adequate adult supervision.
17. Artwork may not be removed without prior approval from the Town of Fort Mill.



## CONDITIONS OF SPRATT RESERVATION AGREEMENT

18. All food and garbage must be removed from the Spratt Building following the event.
19. Renter is responsible for any spills or large amounts of trash on the floor.
20. No admission fee can be charged or collected at the door.
21. No recurring meetings can be scheduled unless frequency is less than once per month.
22. **No pets allowed**: with the exception of licensed guide dogs.
23. **Evening Events**: Lights (either sconce or ceiling lights) must be on at all times during the event. No lights-out events allowed.
24. Violation of any of the agreement's terms will result in the suspension of privileges to use any Town of Fort Mill facility, as well as loss of fees in some cases.
25. The Town of Fort Mill reserves the right to cancel the reservation by written notice 15 days prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for Town of Fort Mill affairs. Fees are subject to change at any time.
26. **Any money due to renter will be returned by mail upon completion of the terms of this agreement to the Responsible Party/Organization named in this agreement. These monies should be received within two weeks after rental date.**

*Responsible Party Initials (after reading rules)* \_\_\_\_\_

### Emergency Contact Numbers:

(803) 547-2273 or 547-2022

\_\_\_\_\_  
Signature of Person Requesting Use

\_\_\_\_\_  
Date Entered into Agreement

\_\_\_\_\_  
Signature of Parks & Recreation Director