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## GENERAL FACILITY USAGE GUIDELINES

1. The individual making the reservation must be at least 21 years old and is responsible for distributing all rental information to group members, caterers, rental companies, and any other outside individuals involved with the rental.
2. If any group intends to allow, distribute, or consume any form of alcoholic beverage, a non-refundable usage fee of \$50 must be submitted. Some facilities do not allow alcohol. Alcohol is only allowed at the, Texas Community Park, Davis-Bailey Park, and Ashley River Park.
3. Facilities may not be rented for moneymaking ventures or functions that are advertised to the public. No on-site sale of tickets, food or beverages will be allowed. Fundraising events require a Special Event Application from Dorchester County Government for approval.
4. The contracted party will not reassign the rental property or sublet or grant any concession or license to use the property or any part of the property. Any assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at Dorchester County Parks and Recreation option, terminate this contract, and the contracted party will not reassign the rental property or sublet or grant any concession or license to use the property or any part of the property. Any assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at Dorchester County Parks and Recreation option, terminate this contract.
5. **Payments and Cancellation:**
  - a) Returned checks are subject to a fee of \$35.00.
6. 50% refund (50% penalty) for all cancellations made prior to the reservation start date. 10% penalty to reschedule within 30 days of reservation date. Rescheduling within 30 days is allowed only one time. Second instance would result in cancellation and required 50% penalty.
  - a) **Please allow up to 21 days to receive check refunds for cash/check payments.**
7. Severe weather may dictate the cancellation of your rental and shall be determined by park staff. In the event your rental is canceled, you may reschedule or receive a full refund.
8. Use of paste, glue, nails, tacks, staples, or any other item that may mark walls, signs, beams, floors, ceilings, doors, or windows may not be used while decorating the premises. Use of confetti, glitter or water balloons is prohibited.
9. Each rental group is responsible for leaving the facility in a neat and orderly state as it was found prior to use. Food debris shall be disposed of properly and trash placed in the containers provided. **Groups serving oysters or shellfish must arrange for shell removal from park grounds.**
10. Group members are prohibited from interacting with wildlife, including but not limited to: feeding, leaving food out, harassing, touching, approaching or distressing.
11. Music and noise must be kept at reasonable levels as to not disrupt other facility patrons and must be family friendly. Reasonable levels and appropriateness are to be determined by the manager on duty. Amplified sound is not allowed under most circumstances. The manager will review special requests on a case-by-case basis.

12. Groups that plan to use any special event equipment such as: beverage wagons, port-o-lets, tents, air castles, pony rides, or amusement rides must gain approval for each before the rental. **No tent stakes.** Equipment that is brought for a group must be removed from the park immediately following the rental. Limited electrical outlets are available. Tent rentals provide no electricity and would require special arrangements (such as generators).
13. Dorchester County Parks and Recreation reserves the right to require contracted security for groups as it deems necessary. All fees associated with security services will be paid for by the rental group in addition to the facility rental charges.
14. Users are responsible for damage to or loss of facility property or equipment.
15. Vehicles must be parked in designated parking areas only. Driving up to the facility is not permitted unless approved by a manager.
16. Groups of 200 or more persons require special coordination with park operations and maintenance staffs.
17. Dorchester County Parks and Recreation reserves the right to postpone, delay, or cancel any event at the facility due to unsafe conditions, inclement weather, lightning, or general precautionary measures to preserve the playing surfaces or maintain a safe environment.
18. **Facility rentals do not include gate admission fees.** Groups have three options for handling gate fees.

a) *Admission paid by visitors at gate*

- Ashley River Park: \$2.00 per person.

b) *Invoice Tickets* (approved businesses only and distributed prior to the event): The organization will be billed the regular admission fee for each ticket collected on the day of their event.

c) *Advanced Tickets*

Group must distribute any advanced tickets PRIOR TO the planned event.

- o Groups may not distribute tickets at the park gatehouse.
- o **PARK ATTENDANTS ARE NOT PERMITTED TO DISTRIBUTE TICKETS OR TALLY GUESTS FOR PRIVATE EVENTS.**

**PARKING SPACES ARE NOT RESERVED FOR GROUP MEMBERS.**

### **EVENT SPECIFIC**

1. Group is responsible for set up and take down of all tables and chairs.
2. Group may elect to bring in additional rentals (tables, chairs, etc.); the Renter and/or Vendors will be responsible for set-up and breakdown of the rented items.
3. Tent vendors may not use stakes to anchor tents.
4. Groups that plan to use any special event equipment such as: beverage wagons, air castles, dunking booths, pony rides, or amusement rides must gain approval for each before the rental. Any equipment that is brought in for a group must be removed from the grounds immediately following the rental. Limited electrical outlets are available.

## **FACILITY SPECIFIC GUIDELINES**

### **ASHLEY RIVER PARK**

1. Rental of Event Pavilion will require a site visit with park staff prior to event date
2. Staff will set up and break down up to 13 round tables and 125 chairs (no coverings or tablecloths are provided) with payment of the table set up and break down fee.
3. The Renter and/or Vendors, must gain approval, and will be responsible for set-up and breakdown of rented/outside items; all equipment brought in for a group must be removed from the grounds immediately following the rental.
4. Renter is responsible for all cleanup and breakdown except the removal of trash from provided receptacles and cleaning of restrooms.
5. Removal or destruction of natural resources and wildlife is strictly prohibited.
6. Groups that plan to use any special event equipment such as: tables, chairs, tents, beverage wagons, or portable restrooms **must gain approval** for each before the rental. The location of tents or other equipment requiring stakes must be approved before setup.
7. Dorchester County Parks and Recreation does not offer catering or beverage services for functions. Renter must hire a properly licensed caterer or beverage service provider. All caterers and beverage service providers must be approved and will be required to execute an agreement with Dorchester County Parks and Recreation to show proof of insurance and liability, consent to all policies, and agree to the catering contract.
8. A reasonable maximum sound level shall be determined for amplified sound using Dorchester County's noise ordinance and monitored by park staff to ensure that the sound level is not exceeded. Amplified sound must stop by 9:30 PM and guests must be off premises by 10:30PM.
9. No fireworks, sparklers, confetti, rice, glitter, or cannons allowed.
10. No candles (except for on cakes).
11. No sticky adhesive can be used on shelters or pavilion.
12. No water balloons.
13. No paint of any kind.
14. Fires are prohibited.
15. Alcohol is only permitted with an accepted Alcohol Permit.
16. Pets must be on a 6 foot or less leash and are not permitted on playgrounds, splash pad, or inside Event Pavilion and Park Office.
17. Swimming in the pond is prohibited.
18. Golf carts or other motorized vehicles, skateboards, skates, rollerblades, scooters, hoverboards, similar items, and drones are prohibited.
19. Unpermitted demonstrations, assemblies, sales/solicitations, posting of printed materials are prohibited.

## **DAVIS-BAILEY PARK**

1. Smoking, vaping, e-cigarettes etc. are prohibited.
2. Parking is allowed in designated areas only.
3. Fires are prohibited.
4. Renters may bring a grill to be used in the uncovered outdoor space designated for grills.
5. Pets must be on a 6 foot or less leash and are not permitted on athletic fields.
6. Pet owners are responsible for cleaning up after their pets.
7. Glass containers and non-prescribed controlled substances are prohibited.
8. Unlawfully possessed firearms, weapons, fireworks are prohibited.
9. Removal or destruction of natural resources and wildlife is strictly prohibited.
10. No fireworks, sparklers, confetti, rice, glitter, or cannons allowed.
11. No candles (except for on cakes).
12. No sticky adhesive can be used on shelters or pavilion.
13. No water balloons.
14. No paint of any kind.
15. Alcohol is only permitted with an accepted Alcohol Permit.
16. Golf carts or other motorized vehicles, skateboards, skates, rollerblades, scooters, hoverboards, similar items, and drones are prohibited.
17. Metal cleats, soft tossing or hitting into fencing/netting, hitting golf balls are prohibited.
18. Unpermitted demonstrations, assemblies, sales/solicitations, posting of printed materials are prohibited.

## **ROSEBROCK PARK**

1. Picnic Shelters are first come first serve
2. Smoking, vaping, e-cigarettes etc. are prohibited
3. Parking is allowed in designated areas only. Buses, motor coaches and other oversized vehicles may not be allowed to access parts of this site due to roadway conditions and restrictions
4. Fires are prohibited
5. Pets must be on a 6 foot or less leash and are not permitted on athletic fields
6. Pet owners are responsible for cleaning up after their pets
7. Glass containers and unprescribed controlled substances are prohibited
8. Unlawfully possessed firearms, weapons, fireworks are prohibited
9. Removal or destruction of natural resources and wildlife is strictly prohibited
10. No fireworks, sparklers, confetti, rice, glitter, or cannons allowed
11. No candles (except for on cakes)
12. No sticky adhesive can be used on shelters or pavilion
13. No water balloons
14. No paint of any kind
15. Unpermitted demonstrations, assemblies, sales/solicitations, posting of printed materials are prohibited

## **TEXAS COMMUNITY PARK**

1. Smoking, vaping, e-cigarettes etc. are prohibited.
2. Parking is allowed in designated areas only. Buses, motor coaches and other oversized vehicles may not be allowed to access parts of this site due to roadway conditions and restrictions.
3. Fires are prohibited.
4. Renters may bring a grill to be used in the uncovered outdoor space designated for grills.
5. Pets must be on a 6 foot or less leash and are not permitted on athletic fields.
6. Pet owners are responsible for cleaning up after their pets.
7. Glass containers and non-prescribed controlled substances are prohibited.
8. Unlawfully possessed firearms, weapons, fireworks are prohibited.
9. Removal or destruction of natural resources and wildlife is strictly prohibited.
10. No fireworks, sparklers, confetti, rice, glitter, or cannons allowed.
11. No candles (except for on cakes).
12. No sticky adhesive can be used on shelters or pavilion.
13. No water balloons.
14. No paint of any kind.
15. Alcohol is prohibited.
16. Unpermitted demonstrations, assemblies, sales/solicitations, posting of printed materials are prohibited.

## **Alcohol Guidelines (if applicable)**

If approved, your group is permitted beer and wine at specified facilities in accordance with the following rules, regulations, and conditions. Liquor is strictly prohibited.

1. Groups allowing, distributing, or consuming any form of alcoholic beverage are subject to a nonrefundable usage fee of \$50.
2. Allowance is valid only on the day requested and only for the hours that the facility is reserved. Dorchester County Park and Recreation reserves the right to revoke or cancel this agreement without prior notice for any purpose whatsoever.
3. Applicant assumes all risk and responsibility for regulating the consumption of alcohol. Applicant shall be prepared to provide transportation through a designated driver or service in the event that the Applicant has reason to believe any person has consumed alcoholic beverages in excess of the legal limits and intends to operate a motor vehicle. Applicant acknowledges that its activities may be inspected at any time by Dorchester County Park and Recreation or any public authorities, including law enforcement authorities, to ensure compliance with all legal requirements.
4. The premises will be used in a safe manner, with all members of the above-named group complying with all the facility rules and regulations as established by Dorchester County Park and Recreation and all applicable laws of the State of South Carolina, including the Alcoholic Beverage Control Act. It shall be the obligation of the members of the above-named group to be aware of said rules, regulations, and laws.
5. Alcohol shall be consumed only in the immediate area of the rented facility. Park rules and state laws regulate the service and consumption of alcoholic beverages. Dorchester County Park and Recreation reserves the right to remove or have removed from the park any person it deems objectionable. The group contact person is responsible for informing group members of alcoholic beverage application's rules, regulations, and conditions. Dorchester County Park and Recreation assumes no responsibility for incidents that arise as a result of the consumption of alcoholic beverages.
6. The above-named group or individual assumes liability for all damages to Dorchester County Park and Recreation property caused by any member of the group whether accidental, willful or the result of carelessness or negligence.
7. Dorchester County Park and Recreation reserves the right to require law enforcement for groups consuming alcohol, the direct costs of which will be charged to the group.
8. If any member of the group fails to comply with the above stated guidelines, facility management reserves the right to terminate this agreement and facility rental without refund.
9. Serving alcoholic beverages to anyone under the age of 21 is strictly prohibited by South Carolina Law and Dorchester County Park and Recreation policy, rules, and regulations. The Applicant shall ensure that no persons under 21 may have access to alcohol and shall require the presentation of valid identification and proof of ownership or retain an independent security agent to comply with this provision. Applicant shall not serve or provide any alcoholic beverages to any person who appears to be intoxicated or to have consumed an excess amount of alcohol.

By participating in or utilizing park programs and facilities the user agrees to abide by all payment schedules, park and program rules and guidelines, and agrees all others participating will also abide by such rules. Usage is subject to compliance with all laws and facility rules and the user consents to reasonable examinations and searches to ensure compliance. Failure to comply with the law or facility rules may result in refusal of admission or expulsion.