



BEAUFORT COUNTY PARKS AND RECREATION

1 Middleton Recreation Drive, Beaufort, SC 29906 - Phone (843) 255-6680

905 Buckwalter Parkway, Bluffton, SC 29910 - Phone (843) 255-6710

Beaufort County Parks & Recreation Facility Rental Contract

I, the undersigned, hereby apply for the use of Beaufort County Parks and Recreation Facility and, in connection with said application, furnish the following:

Renter _____ Rental Date _____

Contact Person _____ Phone _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____

Email Address _____

Event Type _____ Size of Group (Adults & Minors) _____

Setup Starts _____ Takedown Ends _____ Total Time _____

Will alcohol be served? ☐ Yes ☐ No **(If yes a Special Events and/or Wine and Beer Application must be approved, please read Special Events Policy) NOTE: ALCOHOL IS NOT PERMITTED AT ANY COUNTY POOL.**

I further stipulate that I have read and understand all the rules and regulations as set forth by the governing body of the County of Beaufort for the use of this facility and will abide by same and understand that if any required chaperones and/or law enforcement personnel are not present the function will be terminated. I also understand that proof of sufficient insurance may be required at the discretion of the department.

Renter's Signature _____ Date _____

Beaufort County Parks & Recreation Payment / Cancellation Policy

Facility rental payment and deposit must be received 3 weeks prior to a rental. Cash, check or credit card in the form of Master Card, Visa or Discover Card is accepted. A fee of 2.5% will be applied to all credit card transactions. If the rental payment or deposit payment is received less than 3 weeks prior to your scheduled rental a cashier's check or credit card will only be accepted.

Any and all cancellations and/or date changes must be in writing, signed by the same person who signed this application, paid the rental or deposit fees and must be given to the Main Office no less than 14 days prior to the event. Deposit and rental refunds will be made if a 14 day notice is provided to Parks and Recreation prior to the rental date. Refunds are by check, less a 25% service charge, and will be delivered by mail within 3 weeks. **No refunds will be issued up to 5 days before rental.**

I have read and understand the above policy.

Renter's Signature _____ Date _____

Types of Events

- ☐ **Type I – 99 or less participants- No alcohol-No/Limited impact to PALS programs/Residents/Businesses. *Rental Contract only. Rental approval will depend on staff availability.**
- ☐ **Type II 100-299 participants- Sell/Serve food, alcohol, and outside entertainment- county staff needed- Possible impact to Parks & Rec programs/Residents/Businesses. *Rental Contract and Special Events Application, 30 days prior to event.**
- ☐ **Type III 300+ participants- Sell/Serve food, alcohol and outside entertainment- county staff needed- Possible impact to Parks & Rec programs/Residents/Businesses. *Rental Contract and Special Events Application, 60 days prior to event.**

NOTE: All Type II and III Special Events will adhere to the Special Events Policy.

Outdoor Field, Court or Park

Fields Rentals: ☐ Beaufort - _____ ☐ Bluffton - _____ Court Rentals: ☐ Bluffton - _____ ☐ Beaufort - _____ Park Rentals: ☐ Beaufort - _____ ☐ Bluffton - _____ Gym Rentals: ☐ Bluffton - _____ ☐ Beaufort - _____	Pool Rental: ☐ Beaufort _____ ☐ Bluffton _____ Center Rental: ☐ Beaufort _____ Community/ ☐ Beaufort _____ Room Rental: ☐ Bluffton _____
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Facility Rental Fees (See attached Athletic Field Use Policy)

Picnic or Playground Areas	Up to 3 hrs Additional fee per hr	\$50.00 \$20.00
Playgrounds with Fields, or Fields with Pavilions To include a field (Price includes use of one field and is not for organized activities Strictly group gatherings)	Up to three hrs Up to three hrs Additional fee per hr	\$75.00 100.00 \$20.00
Tennis Courts (If reserved)	Up to 3 hrs Additional fee per hr	\$50.00 \$10.00
Ball fields (Baseball/Softball) No security deposit for rental of ball fields except for tournaments	Per hr – Minimum of 2 hrs With lights per hr – Minimum of 2 hrs	\$20.00 \$40.00
Ball fields (Soccer, football, & multi-purpose) No security deposit for rental of ball fields except for tournaments	Per hour – Minimum of 2 hours With lights per hour – Minimum of 2 hour	\$40.00 \$50.00
Schools (Price includes up to 5 times per week – 1 ½ hrs per day) Private and Charter Schools	Baseball/Softball fields All other fields	\$300.00 \$350.00
Center Rentals (if available) \$200 security deposit is required Booker T, Broomfield, Coosaw, Dale, Scott, & Seaside	Per hr – Minimum of 2 hrs 12 hrs maximum per day	\$50.00 \$400.00
Community Rooms (if available) Burton Wells, Buckwalter, & Port Royal A \$50 security deposit is required	During business hrs After business hrs - Minimum of 2 hrs If rentals go over reserved time the rate per hr	\$25.00 \$35.00 \$50.00
Special Events – \$500 security deposit is required *Any event that takes place, any game or contest, or any advertised event Small Community Centers – Inside Small Community Centers – Outside without more than one field	Per day Inside Per day Outside Additional days for inside or outside Floor covering per gym if needed	\$700.00 \$500.00 \$200.00 \$150.00
Large Special Events – \$500 security deposit is required (Any event that takes place at a site with more than one field) *Price does not allow you to convert field to more than one size field	Per baseball field * Per soccer field Additional days	\$300.00 \$400.00 \$200.00

Pool Rental	Indoor Pool – 3 hrs	\$350.00
	Each additional hr	\$70.00
Special Events Pools – \$500 security deposit is required	Indoor Pool	\$600.00
Indoor pool limit 100 people	Outdoor Pool	\$800.00
Outdoor pool limit 200 people	Each Additional hr	\$100.00
Lane Rental	Per hr – No prorating	\$5.00
Lane Rental for scuba, kayaks, etc.	Resident	\$10.00
	Non County Resident	\$15.00
	Out of State Resident	\$20.00
Lane Rental – Private and Charter Schools – 5 times per wk – 5 lanes	Per Lane – Per Month	\$100.00

Beaufort County Parks & Recreation Release, Indemnity and Hold Harmless Agreement

In consideration of the permission granted to me by Beaufort County Parks and Recreation Division to use its facilities I hereby release and hold harmless Beaufort County, its agents, servants, employees from and for any claim of injury or damage to myself or my property whether caused by third parties or Beaufort County except that which results from the gross negligence and/or wanton misconduct of the County. I agree to hold Beaufort County harmless, indemnify it, discharge it, covenant not to sue it, and reimburse it, for any liability, claims, sums, costs, or other expenses on my account that may be caused in whole or in part by my rental of the facility. I further agree that if, despite this release and hold harmless provision, I, or anyone on my behalf, makes a claim against any of the Beaufort County, I will indemnify, save, and hold harmless the County from any litigation expenses, attorneys' fees, loss, liability, damage, or costs that the County incurs as a result of such action.

(Rental Facility Name)

Signature of Person or Company giving Indemnity

Date

Beaufort County Parks & Recreation Facility Rules & Regulations

As a service to the community, the Beaufort County Parks & Recreation Department shall grant the rental of recreation facilities to local community groups, in keeping with the following policies:

1. The Department must receive and approve an application for each use or activity, and will appoint representatives to maintain contact with organization that use Parks & Recreation facilities.
2. Beaufort County Parks & Recreation activities, Beaufort County School activities, and other recreation-related organizations will have access for use, in that order, unless Parks and Recreation Advisory Board or the County Administrator or his/her designee advises differently.
3. A contract is to be signed for each facility used. The contract shall set forth any terms and fees required.
4. The fee schedule for rental of facilities as approved by Beaufort County Parks and Recreation Board.
5. No facility, or any part thereof, shall be rented to an individual or group for personal profit or for private or corporate gain which is in direct competition with local businesses.
6. Parks & Recreation Department facilities shall not be leased by any group that advocates unconstitutional or illegal acts, or whose activities may be contrary to the best interests of the County. No use shall be allowed for a function that presents obvious danger to the safety of persons and property.
7. Organizations using Parks & Recreation facilities are responsible for proper conduct of all persons attending and for prompt restoration of Parks & Recreation property in the event of any damage. If the Parks & Recreation Department considers Law Enforcement protection necessary, it must be provided by the organization as required by Parks and Recreation Special Events requirements. Liability insurance and bonds may be a requirement under Special Events Policy. **Liability insurance must be provided for an organized team activity.**
8. Smoking or the use of illegal substances is not permitted at any Parks & Recreation facility. Alcohol use is permitted under the provisions of Beaufort County Ordinance No. 90-91 thru 97. However, at no time is alcohol permitted for pool rentals.

9. A security deposit for the amount indicated is required for use of any facility three (3) weeks prior to rental, or by credit card if less than 3 weeks. The deposit will be returned in the form of a check by Beaufort County Finance Department to the person signing the rental form, once Parks and Recreation staff inspect the facility for any damages. If cancellation occurs without the proper notification a 25% service charge will apply. A check will be issued by mail within 3 weeks from the finance department.
10. The Beaufort County Administrator or his/her designee reserves the right to deny any use or rental/special event application. Rental/special event agreements will be cancelled by county staff in the case of facilities abuse.
11. Any request for a waiver of rental fees will be forwarded to the Parks and Recreation Advisory Board for consideration.

I have read and understand the rules and regulations and agree to abide by them

Renter's Signature

Date

For Office Use Only

 Staff Approval (Print Name)

 Signature

 Rental Amount Due

 Deposit Amount Due

 Date

 Rental Amount Paid

 Cash

 Check#

 Certified Check#

 Receipt#

 Staff Signature

 Security Deposit Amount Paid

 Cash

 Check#

 Receipt#

 Staff Signature

 Date

FINAL INSPECTION:

 Staff Name Print

 Signature

 Date

 Damage

 No Damage

 Deposit not returned

 Deposit returned