



## Special Event Facility Rental Information & Fees

ATTENDANCE	APPLICATION FEE (Non-refundable)	SECURITY DEPOSIT (Refundable, assuming no damage)	*SPECIAL EVENT FEES (Per day)
200 or less	Simple shelter rental, assuming attendance is within shelter capacity.		
201 to 750	\$50	\$500	\$400
Over 750	\$50	\$1,000	\$600

### ADDITIONAL FEES

*\*The following fees will be determined by Greenville County Rec based on the size and nature of an event.*

- ❖ Field Lights: \$20 per field, per hour
  - ❖ Security: \$40 per staff person, per hour (USER pays Greenville County Sheriff's Officer(s) cash at the beginning of the event)
  - ❖ Park Maintenance and/or Supervisory Staff: \$20 per staff person, per hour
  - ❖ Picnic Shelter Rental (based on the location and duration of the event)
  - ❖ Waterpark Rental (based on the nature of the rental desired)
  - ❖ Field rental (based on the location and duration of the event)
  - ❖ Conestee Park activity lawn must be reserved with the Conestee Park shelter if:
    - Shelter attendance exceeds 200 people, or
    - the full paved path around shelter is used, or
    - it is specifically requested by the applicant
- Cost for Conestee Activity Lawn: \$75 half day, \$125 full day

**\*20% of the total event fee is due within two weeks of approval (excluding the security deposit). The remaining 80% of the event fees and the full security deposit are due 15 days prior to the event.**

The applicant is responsible for event volunteers, registration, marketing, prizes, medical support, and additional restroom facilities. Vendors must abide by local governing laws, codes, and licensure. It is the applicant's responsibility to see that these requirements are met. Alcohol is NOT permitted at any Greenville County Rec park or facility, including the GHS Swamp Rabbit Trail.

## The Following Items Must be Submitted in Addition to the Application

**Site Map** Please submit a proposed site map *with this application*, showing your parking plan and the location of tents, vendors, portable toilets, barricades, and other event features.

**Certificate of Liability Insurance** Policy with at least \$1,000,000 of coverage per event with Greenville County listed as additional insured as follows: County of Greenville, 301 University Ridge, Greenville, SC 29601, 864-467-7100. If you will have inflatables, you must also provide a certificate of insurance from the rental company with the County of Greenville listed as additional insured, as indicated above.

**City of Greenville Special Event Permit (if applicable)** A City of Greenville event permit is required for events at Conestee Park as well as sections of the GHS Swamp Rabbit Trail within city limits. Follow the instructions at [www.greenvillesc.gov](http://www.greenvillesc.gov) to submit your Special Event Application: [www.greenvillesc.gov/DocumentCenter/View/10281](http://www.greenvillesc.gov/DocumentCenter/View/10281). The City of Greenville has its own fees and certificate of insurance requirements, in addition to the ones indicated above. **Please submit a copy of your approved City of Greenville permit to Greenville County Rec.**

**City of Travelers Rest Special Event Permit (if applicable)** If your event takes place at Gateway Park, Trailblazer Park, and/or sections of the GHS Swamp Rabbit Trail within city limits, a City of Travelers Rest event permit is required: <http://travelersrestsc.com/wp-content/uploads/2018/06/Special-Event-Permit-Application.pdf>. The City of Travelers Rest may require their Police Department to assist with traffic control and/or parking. **Please submit a copy of your approved City of Travelers Rest permit to Greenville County Rec**



## Special Event Facility Rental Application



Event Name:	Organization:	
Primary Contact:	Email:	Phone:
Onsite Organizer:	Email:	Phone:
Address:		
City:	State:	Zip:



Facility Requested:	Second Choice Facility:	
Date(s) Requested:	Second Choice Date(s):	
Event Times:	Event Set Up Time:	Event Teardown Time:
Anticipated Total Attendance:		

**Brief Description of Event:**

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**Specific Park Area desired (Please attach your proposed site map with this application):**

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Is this event private (invitation only) or open to the general public? *Applicants cannot charge an entry fee into any Greenville County Rec facility or park, however, fees may be charged for admission to the event. Do you plan to charge admission to the event? If yes, please list price categories:*

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**Please list the event sponsors (if applicable):**

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**Please describe your clean-up / site management plan, including staff and volunteers:**

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**Any other special circumstances, details, and requirements for this event we should be aware of?**

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## Special Event Facility Rental Application Continued

All event features are subject to approval by Greenville County Rec. Additionally, certain features may require separate communication with the Greenville County Sheriff's Office, the local Fire Department, or other applicable agencies.

**Please check if you will be offering any of the following features or accommodations at your event:**

- Food Vendors and/or Food Trucks** It is the event owner's responsibility to require food vendors to provide their current DHEC Permit number, business license, and certificate of liability insurance.
- Merchandise Vendors** It is the event owner's responsibility to require merchandise vendors to provide their current certificate of liability insurance and business license.
- Inflatables** Rental company must provide proof of liability insurance (see page 1), with at least \$1,000,000 of coverage per event with Greenville County listed as additional insured as follows: County of Greenville, 301 University Ridge, Greenville, SC 29601, 864-467-7100. User must abide by **Greenville County Rec's Inflatable Rules & Guidelines** (below). Inflatables must be powered by a generator supplied by the event owner. Inflatable water slides are not allowed.

- Inflatables **CANNOT** be in use if the wind is over 15mph. Adult supervision is **required** at all times participants are in the inflatable.
- All inflatables must be properly secured/anchored to the ground or surface using sandbags. **Staking is not permitted.**
- Children of same size/age should be in inflatable at same time (do not allow a 3 year old to bounce with a 9 year old)
- Number of children allowed in bounce at a time:
  - under 6 years (3-4 children)
  - 6 years and older (2-3 children)
- No rough-housing, shoving, flipping or hanging on the nets or side or other parts of the inflatable
- No shoes should be worn inside the inflatable
- No food, candy, gum or beverages are allowed inside the inflatable
- Remove sharp object from pockets (pencils, keys, etc.)

**Entertainment Vendors** it is the event owner's responsibility to require entertainment vendors to provide their current certificate of liability insurance. Amplified sound may not disrupt other park/facility users or surrounding residents. Crowds must be orderly. Please refer to Greenville County, SC Code of Ordinances Chapter 15, Article 4.

**If you are providing entertainment at this event, what type?**

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**Tents/Canopies** Must be tethered and/or weighted. Stakes are not allowed (they have the potential to damage underground irrigation systems and other utilities).

\_\_\_\_\_ Number of Tents/Canopies  
 \_\_\_\_\_ Sizes of Tents/Canopies



## Special Event Facility Rental Application Continued

**Parking Plan** Parking is prohibited on grass. At least 10% of the available paved parking spaces must be left open for other facility/park users. Caterers, wedding planners, rental companies, etc., must park in parking lots only.

**Do you have a parking plan?**  **Yes**  **No** (If yes, please include with your site map).

**Grills**

Fires are prohibited except within fireplaces and grills.

**Does your event plan to use grills other than those installed at the facility/park?**  **Yes**  **No**

If yes, please describe what you plan to use:

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**Electrical Power**

**Will your event require electrical power?**  **Yes**  **No**

If yes, please explain:

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**Stages/Platforms** Stages/platforms cannot be set up on athletic fields. **Will you be providing and setting up a stage and/or platform?**  **Yes**  **No**

If yes, please explain:

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**Dumpsters** Applicant is responsible for ensuring the area reserved is cleaned immediately following the event. Dumpster requirements are based on the number of participants expected. One 4-yard dumpster is required per 500 people. Use of Greenville County Rec dumpsters requires prior approval by Greenville County Rec. Applicant is responsible for making sure the area is continually monitored for cleanliness.

**A copy of receipt for contracted dumpsters is attached**  **Yes**  **No**

**Seeking approval to use Greenville County Rec dumpsters**  **Yes**  **No**

**Temporary Fencing/Barricades**

**Will your event include the installation of temporary fencing or barricades?**  **Yes**  **No**

If yes, please explain:

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**Toilets** There must be 2 toilets for every 500 people at your event. Applicant is responsible for providing extra portable toilets if the facility does not offer enough. **Will your event require the use of extra toilets?**  **Yes**  **No**.

**Other Structures** Will your event include the use of other structures or features not identified above?  **Yes**  **No**

**If yes, please list the number of structures:** \_\_\_\_\_

**Please describe the additional structures:**

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**Road Closure or use of Public Way within Facility/Park** Will your event require road closures or interfere with public access to the facility or park?  **Yes**  **No**.

**If yes, which of the following will be blocked?**  **Streets**  **Sidewalks**  **Alleys**  **Parking Lots**  **Other**

Please explain:

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### Special Event Facility Rental Application Continued

**Event Security and Staffing** USER is responsible for any volunteer labor. GREENVILLE COUNTY REC may require security at an event, or the USER may request security be provided. All security is provided by Greenville County Sheriff’s Department officers and must be arranged by GREENVILLE COUNTY REC. The fee to USER is \$40/hour. USER must pay the Officer(s) cash at the beginning of the event. GREENVILLE COUNTY REC may also require USER to pay \$20 per hour, per person for supervisory event staff, depending on the size/scope of the event.  
Is security needed at your event? If yes, please explain:

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**First Aid Plan**

Please describe your arrangements for providing first aid:

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**Cancelations** If the event is cancelled by the applicant, GREENVILLE COUNTY REC will retain the application fee and the paid 20% of the special event rental fee. If the event is cancelled due to inclement weather or other special circumstances, the applicant will be offered an alternate date, if available, or a refund. If an event is started but cannot be completed due to inclement weather or other uncontrollable conditions, the applicant will be offered an alternate date, if available, or pro-rated refund. The security deposit will be refunded to the applicant, assuming there is no damage to the facility. If there is damage to the facility, GREENVILLE COUNTY REC will retain the security deposit.

By signing this form I agree to the terms listed on this application, and understand that completion and submission of this form represents a REQUEST ONLY, not a guaranteed reservation.

A Greenville County Rec employee will contact you and set up a pre-event meeting to further discuss the details. A formal agreement will follow upon approval by Greenville County Rec.

Signature of Applicant:	Date:
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Please return this application, along with **a \$50 non-refundable application fee and proposed event site map, at least 90 days prior to your requested event date.** Checks should be made payable to Greenville County Rec. You may also pay in person at the administrative office or over the phone with a Visa or MasterCard. Once this application is reviewed, we will follow up with you to discuss your event.

FOR EVENTS AT PLEASANT RIDGE PARK	FOR EVENTS AT ALL OTHER LOCATIONS
Marty Daigle, Pleasant Ridge Facility Manager 4232 Hwy 11   Marietta, SC 29661 p. 864-660-1065 x 14 e. <a href="mailto:mداigle@greenvillecounty.org">mdaigle@greenvillecounty.org</a>	Lydia Palumbo, Administrative Specialist 4806 Old Spartanburg Road   Taylors, SC 29687 p. 864-676-2180 x 137 e. <a href="mailto:lpalumbo@greenvillecounty.org">lpalumbo@greenvillecounty.org</a>