



Park Reservation Request Form

Parks & Recreation Department

PERMIT HOLDER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

Organization/Group Name: _____ Category: Nonprofit Government/School Private Other

RENTAL DETAILS:

Date of Event: _____ Estimated Attendance: _____

Type of Event: Party/Picnic Reunion Wedding/Reception Practice Other (please specify) _____

Is your event open to the public? Yes No

Please indicate the park amenity you wish to reserve by placing a check next to the park amenity:

Park Amenity	7am – 2pm	3pm – 10pm	All Day
Darnell Park Gazebo	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00
Collins Park Gazebo	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00
Fuller Park Picnic Shelter	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00
Lemon Park Picnic Shelter *Does not include use of restrooms	<input type="checkbox"/> \$15.00 (8:00am – 2:00pm)	<input type="checkbox"/> \$15.00 (3:00 – 8:00pm)	<input type="checkbox"/> \$30.00 (8:00am – 8:00pm)

* If you want to reserve a sports field at Lemon Park, you will need to fill out the Lemon Park User Agreement Form.

RULES & REGULATIONS

1. Park rental reservations are final upon completion of the application, payment and the necessary approvals.
2. There will be no rain dates or refunds issued for any reason other than cancellation by BPRD.
3. All permits are non-transferable. The permit holder is responsible for the conduct of his/her group. Failure to comply will void the permit. The original Park Permit must be in possession of the group leader at the park site.
4. Possession of Alcoholic beverages or illegal substances is prohibited in City of Barnwell Parks.
5. All trash must be disposed of in the proper receptacles.
6. Amplification of any kind must comply with City code and receive prior approval by BPRD.
7. Please park cars in designated areas. Do not park or drive on grass areas, sidewalks or trails.
8. All fires are to be built only in grills. Grills may not be used directly under a picnic shelter.
9. The removal of tables or grills from the park is not permitted.
10. The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of the shelter/gazebo are prohibited.
11. Stakes are not allowed to be used anywhere in the parks.
12. If issues arise (i.e.: non-permitted group will not relinquish park amenity) or maintenance emergencies occur and a park & recreation staff member is not present onsite, please contact the Barnwell County Dispatch at (803).541.1080.

It is understood that no person, group or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by the City of Barnwell Parks & Recreation Department, subject to the policies, rules and guidelines of the City of Barnwell Parks & Recreation Department. All requests and paperwork related to it must be received by the Department before the requested usage date. It is understood that Department-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency. If a facility rental permit is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred. A certificate of insurance naming the City of Barnwell as an additional insured may be required. It is agreed and understood the City of Barnwell will assume no liability for the use of any facilities or equipment. The applicant agrees to hold the City of Barnwell harmless from any incident or injury (including death), directly or indirectly, resulting from the use of the city facility or equipment. All users agree to adhere to the Rules, applicable federal, state and local laws, and any specific guidelines outlined in the facility reservation permit. I understand that alcoholic beverages are not allowed on park property. The undersigned hereby acknowledge receipt of the rules. I have read the Terms and Conditions and Park Rules and, as representative of the group making this request, I do agree to abide by these rules.

Signature of Authorized Representative of Group

Date

Revised : 8/21/15

FOR OFFICE USE ONLY

Date : _____ Receipt #: _____ Total Amount Paid: \$ _____ Cash: _____ Check No: _____ CC: _____ Clerk: _____

Date Received: _____ Approved Declined Approved by: _____ Permit Mailed on: _____