



Town of Greenville

Use of Facilities and/or Vendor Agreement

Introduction

The Town of Greenville operates the Recreation Center, Riverside Park, and the Sports Complex Facilities. This policy describes the rules and regulations under which the Town of Greenville shall make its facility(ies) and equipment available for use. Any questions concerning the interpretation of this policy will be referred to the Town of Greenville.

Primary Use

When these facilities are not in use they may be reserved for use by groups/vendors and activities.

Groups/Vendors

The Town of Greenville will make its facilities and/or property available to groups that meet the following criteria:

- Groups/vendors whose purpose and objectives are generally compatible with those of the Town of Greenville and who do not seek to exploit the Town of Greenville name or constituency.
- Groups/vendors that are willing and able to take responsibility for their activities and who are willing to abide by each of the facilities rules and regulations.

Certificate of Insurance

Groups/vendors may be required to provide a Certificate of Insurance naming the Town of Greenville as "additionally insured". Coverage extended to the Town of Greenville shall not be less than the association carries and shall be provided prior to the event.

Responsibility for Damage

Groups/vendors as a whole shall be responsible for all damages to the facilities, property and/or equipment that may occur during the group's use. Report any damages to the Town of Greenville and identify site at which the damage occurred.

Loss of Personal Property

The Town of Greenville assumes no responsibility for the personal property of individuals, groups or vendors utilizing the facilities and/or property. All personal items must be removed immediately after the event.

Use of the Town of Greenville Name

No group/vendor or individual is permitted to use the Town of Greenville name, or imply Town of Greenville endorsement or sponsorship of any event or program without written consent of the Town of Greenville.

Decorations/Displays:

Decorations/display setup and removal shall be the responsibility of the group. Decorations/displays may be set up immediately prior to the event and must be removed immediately following the event. The Town of Greenville will not be responsible for any decorations/displays that are not immediately removed. Additionally, the Town of Greenville reserves the right to require the removal of any decorations/displays deemed inappropriate at the sole discretion of the Town of Greenville.

Any decorations/displays not removed immediately following the event will be removed by the Town of Greenville staff and the group will be charged \$50.00 per hour for such removal.

Reservations / Use Contracts

Reservations are made on a first come first serve basis and are not guaranteed until the use contract is completed and accepted by the Town of Greenville. Additionally, reservations are subject to cancellation by the Town of Greenville for cause.

Restoration fees

Any group failing to leave the facility in the same condition that it was found may incur restoration fees at the rate of \$50.00 per hour (i.e. decoration/display removal, garbage removal, additional cleaning etc.). If damages to the property occur, the individual responsible for the group/vendor as a whole, shall be held responsible for all damages to the facilities, property and/or equipment caused by the group/vendor.

Pavilion Rental Stipulations:

- Admission fees shall not be charged without prior written approval by the Town of Greenville.
- Any group wishing to use any pavilions shall be responsible to provide sufficient adult supervision of their group and shall designate an onsite event contact person.

Rental Stipulations for Riverside Park Outdoor Facility Use:

- All picnic areas and the entire park close from dusk to dawn. Picnic areas do not officially open until 11:00am.
- No fireworks are allowed on the property.
- Picnic tables are not to be removed from one area to another.
- Grills are provided and may be used for fires. Open-ground fires are not permitted.
- Any/all vehicles must park only in the provided parking lot. No vehicles can park in/on any picnic areas.

Standards of Conduct

- **USE OF TOBACCO PRODUCTS IS STRICTLY PROHIBITED.**
- Only lawful uses are allowed and possession of firearms or illegal drugs is strictly prohibited.
- **CONSUMPTION AND/OR SALES OF ALCOHOLIC BEVERAGES ARE NOT PERMITTED.**
- The group may be required to provide security at large functions.
- Adequate supervision and noise control must be provided at all times.

Release of Liability

The Town of Greenville is not responsible for any injuries sustained during any program/event. The Town of Greenville assumes no responsibility for the personal property of individuals or groups or vendors utilizing the facilities and/or property. All personal items must be removed immediately following the program/event. The Town of Greenville is not responsible for any lost/stolen items.

Release of Visual Images:

The Town of Greenville reserves the right to take photographs/video images at any event/program and the use of such visual images at the discretion of the Town of Greenville. All visual images shall remain property of the Town of Greenville.

Town of Greenville Facilities and/or Vendor Use Contract

Name of Person/Organization/Group: _____

Address: _____

E-mail Address: _____

Phone: (Day) _____ (Evening) _____

Name of Program/Event: _____ Event Date: _____

Event Description: _____

Program/Event Time: _____ to _____ Number of attendees expected: _____

Site: (Please Circle) Park Sports Complex

Event Location: (Please Circle) Pavilion Amphitheatre

Pavilion Rentals Only: Pavilion Name Requested: _____

Vendor's Only: First Site Choice _____ Second Site Choice _____ Third Site Choice _____
(Note: We will do the best to accommodate vendors but site
are given out on a first come first serve basis)

Vendor's Only: (Please Circle) Non Electric Electricity

Additional Needs: _____

By signing this agreement, I release, waive, discharge and agree to indemnify and hold harmless the Town of Greenville, and their employees from any loss, liability, damage, or any cost including any claim or demands therefore on account of any injury to me or damage to my property while on the Town of Greenville site premises, or observing or using any facilities or equipment of the Town of Greenville or participating in any Town of Greenville program/event.

I acknowledge that I am 21 years of age or older, and I agree to be responsible for the conduct of our group/vendor. By signing this agreement, I also acknowledge that I have received, read, and understand the Town of Greenville's "Use of Facilities and/or Vendor Agreement" and that I will be the contact person during the event. I understand and accept full responsibility to maintain the policy requirements and I understand that failure to do so may result in partial or full loss of the vendor fees and possible additional charges. I also acknowledge that I have read, voluntarily sign this release and waiver of liability and been given a copy of this document.

Signature

Date

Printed Name

Office Use Only:

Received Date: _____

Received By: _____