



## MARLBORO COUNTY FACILITY/GROUNDS RENTAL CONTRACT

Renter should initial indicating the use of facility/grounds being requested:

\_\_\_\_\_ Wade H. Prince Recreation Center- 155 Elizabeth Street, Blenheim, SC 29516  
(Rental fee \$300; Security Deposit \$100; Non-Refundable Maintenance Fee \$50)

\_\_\_\_\_ Lindsay Park – 122 Lindsay Park Drive, Bennettsville, SC 29512  
(Rental fee \$50; Clean-up Deposit \$25)\*

\_\_\_\_\_ Carroll Field – 215 N. Marlboro Street, Bennettsville, SC 29512  
(Rental fee \$50; Clean-up Deposit \$25)\*

\_\_\_\_\_ Jean McLean Park - 3643 Highway 9 West, Wallace, SC 29596  
(Rental fee \$50; Clean-up Deposit \$25)\*

\_\_\_\_\_ Bennett Park - 124 Bennett Park Road, Clio, SC 29525  
(Rental fee \$50; Clean-up Deposit \$25)\*

\_\_\_\_\_ Smithfield Community Center - 2683 Community Rd., Wallace, SC 29596  
(Rental fee \$50/first 5 hours and \$10 for each add'l hour; Clean-up Deposit \$25)

\_\_\_\_\_ Brightsville/Adamsville Park - 3328 Highway 38 N., Bennettsville, SC 29512  
(Rental fee \$50; Clean-up Deposit \$25)\*

\_\_\_\_\_ C. W. Love Complex - 381 Oak Hill Road, McColl, SC 29570  
(Rental fee \$50; Clean-up Deposit \$25)\*

\_\_\_\_\_ Jennings-Brown House Grounds - Marlboro Street, Bennettsville, SC 29512  
(Rental Fee of \$25; Clean-up Deposit \$25)

\_\_\_\_\_ Murchison School Grounds - Marlboro Street, Bennettsville, SC 29512  
(Rental fee of \$25; Clean-up Deposit (\$25)

*\*Other rates, including a rental fee for parks lights, will apply if renting any parks for tournaments*

Date of Use: \_\_\_\_\_

Type of Activity/Purpose of Rental: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Will revenue be received? \_\_\_YES \_\_\_NO Will vendors be used? \_\_\_YES \_\_\_NO

Name of Responsible Party: \_\_\_\_\_  
(Must be at least 21 years old)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Group Name (if applicable): \_\_\_\_\_

**Keys must be picked up the business day prior to your rental by 4:00 pm. For Friday, Saturday, and Sunday rentals, you must pick up key on Thursday prior to event not later than 4:00 pm. If a staff member is called in after office hours to issue a key, a \$25 late fee will be charged, which must be paid separately from all other fees, by check or cash at the time the key is issued. Keys must be returned the next business day after rental between 8:30 am and 5 pm. Keys not returned on time will be subject to a \$25 late fee.**

General guidelines and policies for renting facilities/grounds:

1. Renter agrees to pay the security deposit/clean up fee/maintenance fee upon signing of contract.
2. Renter agrees to provide one law enforcement officer, or other security personnel, acceptable to Recreation Department, who will be paid by renter and who will be on the premises during the event (applies to Wade H. Prince Center only).
3. Renter shall pay a non-refundable maintenance fee of \$50 for custodian services and a custodian shall be on duty during the event and will provide assistance in cleaning building after the event. Additional fee will be applied if access to building is needed prior to the date of the event (applies to Wade H. Prince Center only).
4. There shall be no fighting or abusive language permitted on premises; violators will be prosecuted by the Sheriff's Department.
5. Smoking of any kind, possessing/drinking alcoholic beverages, or drug use is strictly forbidden, both in the building, in the parking lot and on the park grounds.
6. No loud music or noise is permitted. Loud speakers and PA systems are prohibited unless permission is granted by the Recreation Director prior to the event.
7. All trash and garbage must be bagged and removed from premises after event has ended.
8. Floors must be cleaned by brooms or dust mops. Floors should not require mopping unless food or beverages are spilled.
9. Bathrooms are to be cleaned and left in presentable manner.
10. Any equipment used must be returned where it was found.
11. Any outside litter, as a result of renter's event, must be cleaned up and removed.
12. All chairs must be placed in chair racks immediately after event and tables placed back in storage if applicable.



13. Security – for some functions, Marlboro County may require that an off-duty police officer, or persons acceptable to the Department, be retained by the renter. The security personnel must understand that they are responsible for actions inside, outside and in parking lots and should call 911 to report any incidents as needed.
14. Fire Safety – renter agrees that they will not compromise fire safety guidelines regarding exits and flammability. This includes but shall not be limited to blocking clearly marked exit areas by tents or any other equipment or decorative material. Renter also understands that pyrotechnic equipment is not allowed and the property may be inspected by fire department officials at any time and any violations will be imposed upon renter.
15. The renter assumes full responsibility for any injury sustained while participating in said event and releases and holds Marlboro County, its employees, officers, successors and assigns, harmless from any damages that may be sustained during event on said premises.
16. Renter must terminate all activities on property by 11 pm on weeknights; 2 am on Friday nights; and 2 am on Saturday nights.
17. At no time shall renter be allowed to use concessions stands.
18. No tournaments shall be scheduled during the county's baseball/softball season.
19. The Recreation Department shall be responsible for dragging the fields and fields will be lined off prior to date of event.
20. All lights must be turned off after the event.
21. All air/heat must be turned off after the event.
22. Renters must use scotch tape only when applying decorations and must be remove before leaving. No decorations may be hung from ceilings.
23. The clean-up deposit may returned to renter provided ALL trash is picked up and removed from property after the event and no damage is made to property.
24. Marlboro County reserves the right to cancel a reservation. If this is done, any deposit and maintenance fee shall be refunded.
25. Marlboro County reserves the right to accept or reject any application for rental.
26. Marlboro County is not responsible for any items left behind.
27. In order to receive a refund of the rental fee, renter must notify Marlboro County in writing a minimum of 30 days prior to the scheduled rental. Failure to do so will result in forfeiture of the rental fee.

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I acknowledge that I have read, understand and agree to comply with all rental guidelines and policies of this form, and am responsible for my group's compliance.

\_\_\_\_\_  
Signature of Rental Representatives

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

Clean-up Deposit Received \$ \_\_\_\_\_

Date \_\_\_\_\_

Facility Rental Fee Received \$ \_\_\_\_\_

Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_