



## Town of James Island – Pinckney Park Pavilion

### GENERAL FACILITY USAGE GUIDELINES & AGREEMENT

**Overview** - The Pinckney Park Pavilion is located at 461 Fort Johnson Rd. James Island, SC 29412. The facility comfortably seats approximately 40 adults. The pavilion is screened-in and has 6, 6ft picnic tables and trashcans available for use. There are restrooms, drinking fountains, and a nearby playground. Please note that rental of the pavilion does not limit the public's access to other areas of the park, including the restroom facilities and the playground.

**The Pavilion will be allowed to be reserved on a limited basis and in accordance with the regulations set forth below:**

1. Every calendar year, the Pavilion will be available for rental every weekday and every weekend. When the Pavilion is not reserved, it will be open to the public for its use and enjoyment.
2. The Pavilion will be available to rent in two, 5-hour increments. 8 am to 1 pm and 2 pm to 7 pm. The park is open from 7 am to 7 pm. The pavilion will not be eligible for full-day rentals.
3. Rentals are available for private resident functions. No for-profit uses are allowed. Fundraising and non-profit organizations must apply for a Special Events Permit in addition. No onsite sale of tickets, food or beverages will be allowed. Food trucks, rides, bounce houses, tents, etc. are not allowed.
4. The individual making the reservation must be 21 years old.
5. No alcohol is allowed.
6. Music and noise must be kept at reasonable levels as to not disrupt other park patrons and neighbors. Amplified sound is not allowed under any circumstances.
7. Each rental group is responsible for leaving the facility in a neat and orderly state as it was found prior to use. If the facility is found to be in poor condition prior to use, it is the renter's responsibility to notify the Town immediately. Food debris shall be disposed of properly and trash placed in the containers provided. Groups serving oysters or shellfish must arrange for shell removal from park grounds.

**Cleaning supplies are in the locked deck box in the pavilion. The code is 123.**

8. Use of paste, glue, nails, tacks, staples, or any other item that may mark walls, signs, beams, floors, ceilings, doors, screens, etc. may not be used while decorating the premises. Use of confetti, glitter or water balloons is prohibited.
9. Severe weather may dictate the cancellation of your reservation. In the event your rental is canceled, you may reschedule at another available time or receive a full refund.

10. Vehicles must be parked in designated parking areas only. Driving up to the facility is not allowed unless prior approval is received from the Town. Under no circumstances is there to be driving on the walking trails or grass.
11. Groups may use additional special event equipment outside of the Pavilion such as grills, additional tables and chairs but must gain prior approval. Equipment that is brought must be removed from the park immediately following the rental.
12. The Town reserves the right to require contracted security as it deems necessary. All fees associated with security services will be paid by the rental group in addition to the facility rental charges.
- 13. A deposit of \$100 is required at the time of reservation. This is fully refundable if the Town determines there is no damage or unusual cleaning required.**
14. Users are responsible for damage to or loss of facility property or equipment.
15. Any violation of the above regulations will leave the user subject to the loss of the deposit fee at the sole discretion of the Town.
16. The rental fee is \$150. Civic or non-profit use fee may be waived upon Town approval.

I hereby acknowledge and accept the above terms of this rental agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hold Harmless Clause: Renter hereby shall assume all risks incidental to or in connection with the use activity and shall be solely responsible for damages, or injury, of whatever kind or nature to person or property directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Renter hereby expressly agrees to defend and save the Town of James Island harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, loss of damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omission of permittee or its officers, agents, and employees.

Acknowledgement: Signature(s) indicates that you have read, understand, and agree to the terms of this application, the Hold Harmless Clause, and event rules as described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Town of James Island  
Pinckney Park Pavilion Rental Application461  
Fort Johnson Rd, James Island, SC 29412

**Rental Fee - \$150.00**  
**Refundable Deposit - \$100.00**

Visit <https://www.jamesislandsc.us/meetings-and-events/pinckney-park-calendar> for rental availability

Please email completed form to Robin Sanders at [rsanders@jamesislandsc.us](mailto:rsanders@jamesislandsc.us) for processing.

If approved, the Town will contact you for payment.

Name of Group: (if applicable) \_\_\_\_\_

Contact: \_\_\_\_\_  
Print Name Best Phone Number

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

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

Date(s) of Use: \_\_\_\_\_  
Month Day Year

Event Time Window (select only one): 8:00 am -1:00 pm 2:00 pm -7:00 pm

Request use of additional equipment (applicant provided): Yes No

Grill \_\_\_\_\_ Table/Chairs \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Purpose of Event (Additional Pages may be needed):

I certify that all the above information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by: Town of James Island

\_\_\_\_\_  
Date

Payment Received (if by check, include check #): \_\_\_\_\_