

UPTOWN MARKET RESERVATION POLICIES

Requests for reservations should be made to the Uptown Market Manager. The City of Greenwood reserves the right, on an individual basis, to refuse rental events deemed inappropriate to the facilities in general. Rental fees are subject to change without notice. **Rentals during specified black out dates will not be available.**

1. Reservations: Reservations are not valid until a rental contract has been signed by all parties and the required deposit has been made. To secure a rental date, a deposit of 50% of the rental fee plus 50% of the security deposit must be paid. The renter is not allowed to sublease the space.

2. Hours of rental: The event must end no later than 11:00 PM. Rental time must include set-up and clean up time. Failure to vacate by the appointed time will result in the loss of your security deposit plus any damages that may have been incurred, including extra clean up fees.

3. Deposits and fees: The rental fee and security deposit must be PAID IN FULL **ONE MONTH** prior to the event. Failure to pay the fees as charged will result in the cancellation of the event. A Security Deposit (equal to **25%** of the rental fee) will be added to the total fees of the scheduled event. The Security Deposit is **100% refundable IF** the facility is left in the same condition in which it was received, the cleanup guidelines are followed, and the renter does not exceed the agreed upon rental period. Any charges in excess of the security deposit will be billed and become payable immediately upon receipt of the invoice. ***You will receive the refundable security deposit in the mail within two weeks after the event, considering any possible deductions for damages or other fees.*** Failure to vacate by the appointed time will result in additional fees.

4. Cancellation: ***The City of Greenwood requires a 24 hour cancellation notice for ALL events. The City reserves the right to refuse the refund of any fees if 24 hour notification requirement is not met. If a refund is approved, it will be processed within 14 days.***

5. Set-up and decorations: Glitter, confetti, sequins, and sand are prohibited. For wedding receptions rose petals, birdseed, or bubbles may be used outside as the bride and groom leave. Decorations, banners, or fliers may be put on walls with prior approval from the Market Manager. Candles must be dripless; tealights and votives in containers (no glass) are allowed. Decorating and delivery of rental equipment may not begin prior to your reservation time. A separate rental time must be reserved and rental fee paid for set-ups required the day before a scheduled event. Set-up times for caterers must be disclosed to help determine rental time and requirements needed for your reservation. Early set-up requests will be handled on an individual basis. All decorations and rental equipment must be removed immediately following your event. City staff is not responsible for the removal or security of rental equipment. NO GLASS OF ANY KIND IS ALLOWED.

6. Security Officers: Once your Rental Application has been reviewed by the City of Greenwood, we will inform you of the number of SC Law Enforcement Division (SLED) certified security guards required to work the event (if any). Fees are set and negotiated directly with the individuals hired. No City of Greenwood staff will be on duty during your event.

7. Entertainment/Music: The renter agrees to assume all costs arising from the use of patented, trademarked, franchised, or copyrighted materials, devices, processes, or dramatic rights used or incorporated into each event. The renter is responsible for any damages incurred to the facility by entertainers or their employees (including scratches on the floor, walls and damage to the grounds). ***Pursuant to City of Greenwood Code of Ordinance Sec 18-59 and 60. Sec 18-59 A: It shall be unlawful for any person to maintain and operate as a pedestrian or from any building, any public place or on any premises whatsoever within the city, any radio or device of any kind which is designed to amplify, or does in fact, amplify sound and/or music whereby the sound created therefrom creates unreasonably loud excessive or disturbing noises, or where such devices are maintained and operated for advertising purposes or for purposes of attracting the attention of the passing public, or which is so placed and operated so that the sound coming from such devices can be heard to the annoyance and inconvenience of any member of the public upon any street, park, public place, private premises, from or within a car or other motor vehicle. No person shall play or operate any radio, stereo, phonograph, musical instrument or other amplified musical system which incorporates the use of loud speakers and/or amplifiers as a pedestrian in such a manner or with such volume as to***

annoy or disturb the quiet comfort and/or repose of any person and/or neighborhood in the vicinity. B) Nothing in this section shall be construed to prevent the city manager or his designee from issuing temporary permits for outdoor events sponsored by public, nonprofit, educational or religious entities on such terms and conditions as are in the public interest. Sec 18-60: It shall be unlawful for any person to play any radio, phonograph, or musical instrument in such a manner or with such volume, particularly between 11:30 p.m. and 7:00 a.m., as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel or other type of residence.

8. Weapons & Explosives: Possession and/or use of firearms, weapons, fireworks, & explosives are prohibited.

9. Tobacco use: Use of tobacco products is prohibited inside the pavilion and restroom facilities. It is your responsibility to inform your guests of this rule.

10. Alcoholic beverages: An alcohol permit must be obtained to allow beer and wine to be served. Alcohol may only be served by a licensed restaurant, caterer, or vendor. No liquor will be allowed.

11. Violations of rules: Any person violating the existing rules and regulations or constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice and expelled from the facility. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.

12. Right to alter or end an event: The City of Greenwood maintains the right to alter or end any event at anytime it is determined necessary to assure the continued public safety, health, and welfare of event participants, or the surrounding community. In the event a function is ended for cause, no refund will be made.

13. Damages: Damages for which the renter is responsible include, but are not limited to, scratches or other damage to floors, tables, and chairs; damage to walls, brick, counters, fixtures, and equipment, whether made by the renter, his or her employees, agents, or guests. The City of Greenwood will determine whether any damage has occurred, and whether the damage is of the nature that the renter will be held responsible.

14. Clean up responsibilities for Renter: ALL items the applicant brings MUST be removed from the Uptown Market during rental hours. Any items left longer than 24 hours after any event will become the property of the Uptown Market. The Uptown Market will NOT be responsible for any items brought on the property prior to the event rental time, during the rental time, or left after the ending event rental time. Please NOTE that this also applies to any vendors associated with the event.

NO GLASS CONTAINERS PERMITTED ON CITY PROPERTY. ALL FOOD AND BEVERAGES MUST BE SERVED IN PAPER, PLASTIC, ALUMINUM, OR STYROFOAM.

- Bag and tie all garbage and place in the dumpster, replace trash bags in all receptacles
- Clean and wipe down the restrooms, sink, counters, and tables
- Sweep floor
- All of the renter's property and decorations, and other rental equipment must be removed immediately following the event
- Mop up all liquid and food spills

Failure to complete any of the above duties within the reservation time will result in the forfeit of all or a portion of the security deposit. Extra clean-up fees may apply. The decision of the Market Manager is final. Therefore, it is important to plan time within your rental hours to perform these duties. The renter will not be allowed to stay beyond the rental time to complete the cleaning or removal of equipment.

15. "Participant Admission Fee" Rental: All rentals requiring a "participant admission fee" must obtain an additional permit or license, according to their charitable status. For charitable non-profit organizations a Solicitation Permit must be acquired from the City of Greenwood Finance Department. All other events charging an admission will require a Special Event Business License. No individuals or private groups may charge admission fees to participants in advance, i.e. through ticket sales, etc. or "at the door" during the rental without a proper license or permit, in accordance with the City Code of Ordinances Chapter 10, Section 163.

16. Interactive Fountain No persons are allowed in the fountain after dusk. All rules of conduct must be followed as posted at the interactive fountain. Persons who do not follow the interactive fountain guidelines may be required to leave the premises.

17. Liability All events are required to provide liability insurance coverage. The applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount of \$1,000,000 or more to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Greenwood as an additional insured. The certificate of insurance must be provided directly to the City by the insurance company prior to issuance of the Special Event Permit. The City of Greenwood does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers. Your reservation will be cancelled if the Certificate of Insurance has not been received 30 days prior to the event.

18. Parking Parking is available, however it is not reserved for events. There are 41 spots in the lot adjacent to the market, 79 spots in the Juror's lot behind Kickers Restaurant, as well as on-street parking.