



# Town of Elgin, SC

PO Box 277, 2469 Main St., Elgin SC 29045  
(803) 438-2362 --- Fax (803) 408-1155  
[Elgin.clerk@townofelginsc.com](mailto:Elgin.clerk@townofelginsc.com)

Mayor Melissa Emmons  
Councilman Brad Hanley  
Councilman Paul Rizzo  
Councilwoman Dana Sloan  
Councilman Ed Smith

## RESPONSIBLE PARTY AGREEMENT

In consideration of being permitted to use **Potter Community Park** the undersigned, and if applicable, guest(s), hereby agree to observe the following instructions, and obey all oral instructions or directions given by a Town Hall Official pertaining to the safe use of this facility.

- NO ALCOHOLIC BEVERAGES
- NO LOUD MUSIC
- MUST DISPOSE OF ALL TRASH IN APPROPRIATE CAN PROVIDED
- IF ELECTRIC OR WATER IS NEEDED, PLEASE NOTIFY TOWN HALL IN ADVANCE
- NO INAPPROPRIATE BEHAVIOR

The undersigned also certifies that he/she and guest(s) have adequate insurance to cover any injury, illness or damage that may be caused or suffered while in or upon area, or else agrees to bear the costs of such damage or injury. **By signing this you relinquish any liability against the Town of Elgin, Elgin, SC.**

## Hold Harmless Agreement

\_\_\_\_\_, its officers, employees and members shall, through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the TOWN OF ELGIN and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the TOWN OF ELGIN, its agents and employees as a result of loss, damage or injury to person or property by reason of any action or omission by \_\_\_\_\_, its agents or employees, for the following activities:

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Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

## Potter Community Park Guidelines

*\*This will be an evolving policy.*

1. Anyone using the park for more than 1 day needs approval from Council. Approval can be obtained through a special meeting or email with the majority of Council in agreement.
2. No usage of the park over 2 days, unless it is a town sponsored event.
3. Usage fees: (to be established by Council) Less than 4

hours= \$ \_\_\_\_\_ ( or free)

One day= \$ \_\_\_\_\_

"Key deposit" is never waived or excluded.

Businesses can have the usage fee waived if using the park for a grand opening. Businesses requesting the usage fee waived must hold a current Elgin business license.

4. Notify neighborhood of upcoming events by mail or email, in addition to posting events on town's website.
5. Events requiring law enforcement shall do so at their expense. A rate of \$30/hour shall be paid to Elgin Police Department.
6. Park will open at sunrise. 'Quiet Time' for all events will begin no later than 9:00 PM on weekdays and 10:00PM on weekends. This is as a courtesy to those living in the neighborhood surrounding the park. Some town events may run slightly later than the quiet time hours. Those events will be monitored by Elgin Police Department.
7. No loitering after 9:00 PM any day of the week.
8. Trash pick-up is every Friday .
9. Larger events will have to provide verification of liability insurance