



Town of Elgin, SC

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Mayor Melissa Emmons
Councilman Brad Hanley

Councilwoman Paul Rizzo
Councilwoman Dana Sloan
Councilman Ed Smith

Date Requested: _____
Time: _____

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**
- **NO GLASS BOTTLES OR CONTAINERS OF ANY KIND**
- **NO INAPPROPRIATE BEHAVIOR**
- **NO FIREWORKS**

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

_____, 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, it's 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.

Signed this _____ day of _____, 20_____.

By _____

Phone Number _____

For office use only:

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= \$ _____

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 10:00 PM 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.