



# Shelter Cove Park Request Form



Organization/Family Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Times Needed: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Any Special Arrangements: \_\_\_\_\_

Are you submitting for a Town of Hilton Head Special Events permit?  
No \_\_\_\_\_ If Yes, please indicate date of application \_\_\_\_\_

By signing this form, the organization or family agrees to comply with policies and procedures governing the Park use. Failure to comply can result in the following: jeopardizing rights for future use; and/or legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

<b>Office Use Only:</b>
Request Approved: Yes _____ No _____ Date: _____
Rental Fee Paid: Yes _____ V/MC CASH CHECK # _____ Date: _____
Approved By: _____



# POLICIES AND PROCEDURES FOR RENTAL FOR THE SHELTER COVE COMMUNITY



Shelter Cove Community Park's normal operating hours are sunrise to sunset Monday through Sunday. Exceptions to operating hours can be made for approved events.

The Island Recreation Association manages the Shelter Cove Community Park. The Association's employees have the authority and will enforce all rules and regulations governing the use of the Parks.

Any organization, group, or person using the park will be required to have event liability insurance and if the event is serving alcoholic beverages, additional alcoholic liability insurance will be required. Both the Island Recreation Association and the Town of Hilton Head Island must be named "additionally insured" on these policies.

The Association, at its discretion, and in consideration of traffic circulation, security, safety, parking, or all of these, may deny the issuance of an event in the case of two (2) or more events proposed to occur on the same day. In a case such as the aforementioned, application approval preference shall be granted to an exempt organization(s) under 501C3 of the IRS code of 1986. In the case of two (2) or more exempt organizations proposed to conduct an event on the same day; preference will be given to the exempt organization that first completed an application.

A refundable deposit of up to \$1,000 is required of all groups, organizations and individuals renting the parks. This deposit is due on the day before set-up at the parks begins.

Any organization, group, or person using the parks will be held responsible for any and all damages that may occur as a result of improper use. Any organization, group or person improperly using the parks may be banned from future park usage.

Persons using the park shall obey all posted signs.

The Island Recreation Association must first approve any decorations and the placement of such.

No person(s) shall willfully mark, deface, disfigure, tamper with, displace or remove any part thereof of the parks.

Groups and individuals using the parks will be expected to leave the park clean and in good condition. All waste paper and litter must be put in the proper receptacles. The Association and the Town of Hilton Head will not be responsible for any property that is left on the premises by individuals or groups using the parks.

Any activity in the parks must be conducted according to applicable laws, policies and procedures.

The Association reserves the right to reject any application and/or waive any or all charges and fees as determined to be in the community's best interest.

Special Events Director of the Association approves all rental requests.

Appeal: In the event an applicant is denied approval for a non-special event (an event anticipated to have five hundred [500] or less people at any one time), an appeal may be made to the Town Manager. The Town Manager shall make a decision within seven (7) days granting or denying the appeal. The Town Manager's decision shall be final.

In the event an applicant is denied approval for a special event (as defined in Town Code Section 17-12-115 [a(1), (2), (3)]), an appeal shall be made in accordance with Town Code Section 17-12-124.