

RENTAL FEE SCHEDULE

CLARENDON COMMUNITY CENTER (CCC) FEES

ALL FEES AND AGREEMENTS FOR RENTALS WITH CLARENDON COUNTY RECREATION DEPARTMENT (CCRD)

PLEASE CALL

(803) 473-3543

***** ALL FEES, AGREEMENTS AND INSURANCE ARE TO BE PAID IN FULL TWO WEEKS PRIOR TO THE EVENT *****

CCC GYMNASIUM

A reservation deposit of \$100.00-\$150.00 is required for all rentals at CCC at the time you make your reservation.

There is a \$50.00 setup fee for every two hours if needed the day prior to your event rental.

<u>Private/Public groups</u>	\$300.00 PER DAY
<u>Governmental/Non-profit groups</u>	\$200.00 PER DAY
<u>STAFF ATTENDANT FEE (Required)</u>	\$15.00 PER HOUR

*****If you are renting Weldon Auditorium and the gymnasium there are separate fees. There is no fee for tables at the gym and no staff attendant fee required since you are renting both facilities. However, we will need to know how many tables will need for your event in the gym, because we only have approximately 20-40 rectangular tables.**

*****CHECKS FOR THE GYM/DRESSING ROOMS ARE TO BE MADE PAYABLE TO CCRD (CLARENDON COUNTY RECREATION DEPARTMENT).**

***** ALL RENTAL GROUPS MUST PROVIDE INSURANCE (SEE CONTRACT RENTAL AGREEMENT) *****

***** THE CCRD AND COUNTY ADMINISTRATION MAY REQUIRE THE RENTER(S) CONTACT THE CLARENDON COUNTY SHERIFF'S OFFICE OR THE CITY OF MANNING POLICE DEPT. TO HAVE AN OFF DUTY DEPUTY WORK THE EVENT IN UNIFORM. THE DEPUTY MUST BE PRESENT DURING THE ENTIRE EVENT AND REMAIN ON THE PREMISES AT LEAST 30 MINUTES AFTER THE SCHEDULED EVENT ENDS. PLEASE INFORM THE CCRD DEPT. OF THE DEPUTIES NAME SO THAT THEY WILL KNOW WHO IS GOING TO BE PROVIDING THIS SERVICE ON THE DAY OF YOUR EVENT.**

Please contact the **Clarendon Co. Sherriff's Dept.** 803-435-4414 or the **City of Manning Police Dept.** 803-435-8859. They are paid separately by you.

*****NON-PROFIT RENTAL GROUPS MUST PROVIDE A COPY OF 501C3 CERTIFICATE, OR TAX-EXEMPT LETTER OF PROOF OR SOMETHING STATING NON-PROFIT STATUS, ALSO. *****

*****ONLY COUNTY GOVERNMENT DEPARTMENT HEADS CAN REQUEST TO HAVE RENTALS FOR THEIR DEPARTMENT EMPLOYEES ONLY – EMPLOYEES CAN NOT PROVIDE RENTALS/REQUEST FOR OTHER PRIVATE/PUBLIC GROUPS.**

Hours of Rental: (including setup and breakdown/cleanup) No earlier than 7:00 a.m. and everything needs to be concluded, and the facility needs to be cleaned and returned to its original condition by 12:00 a.m. (midnight) or additional fees will apply. However, we ask that you please be specific with your dates of usage and time periods on the agreement.

Loss Payee Information: Clarendon County Community Complex, 13 Maple Street Manning, SC 29102

Arts & Crafts (Large) Classroom **\$75.00 PER DAY**

Tables at the Clarendon Community Center (rectangular tables only) **NO FEE**

*****PLEASE NOTIFY US OF ANY CANCELLATION AT LEAST 48 HOURS IN ADVANCE*****

Please be aware of the Occupancy in the Gym and Classroom and the noise ordinance in the City of Manning.

Gym Occupancy (Floor Standing Space Only): 940

Gym Occupancy (Tables, Chairs, and Floor Standing Room): 623

Gym Occupancy Tables and Chairs: 313

Gym Bleacher Seating: 220

Classroom Occupancy: 40 **GAZEBO**

(Judicial Center Parking Lot) FEES

Governmental/Non-profit groups: **\$50.00 per day**

*****NON-PROFIT RENTAL GROUPS MUST PROVIDE A COPY SHOWING NON-PROFIT STATUS.*****

Private/Public groups: **\$75.00 per day**

Groups renting the facility on a monthly or bi-monthly basis for a period of (minimum 6 months – maximum 1 year).

Monthly \$30.00 per month

Bi-Monthly \$40.00 per month

***Contracts will last a maximum of 1 year with the opportunity of renewal. ***

- Groups renting this facility will be required to pay at least one week prior to the reserved date. Fees are to be paid at the Recreation Office (J.C. Britton Park at 3057 Raccoon Road, Manning, SC).
- Groups will be required to sign a Rental Agreement.
- Groups reserving this facility must provide tables and chairs if needed and are required to follow all terms listed in the rental agreement.
- The hours of operation for the facility are Sunrise to Sunset.
- Groups are responsible for cleaning the facility and removing all trash from the premises.
- Bicycles, skateboards, and rollerblades are not allowed.
- Reservations can be made by calling the Clarendon County Recreation Department at 473-3543 or the Clarendon Community Center at 433-0103.

PARK SHELTER (J.C. Britton Park, Taw Caw Park & Walker Gamble Park) FEES

(Fee Changes Beginning Jan. 1, 2024) -

An initial deposit of \$25.00 must be given at the time of reservation and the balance amount is to be paid in full a week before the event.

All cancellations must be made 30 days prior to the event unless it is due to weather-related circumstances approved by the Recreation Dept. Director.

JC Britton Park Shelters	\$50.00 per shelter/per day
Taw Caw Park	\$50.00 per shelter/per day
Walker Gamble Park	\$50.00 per shelter/per day
Fields at the Park	\$50.00 per field per day (if available)
Entire Walking Track/Tennis Courts	\$50.00 per event/per day
ENTIRE PARK (Shelters (3), Track, Fields (4), Open Field Area via shelters, tennis courts, etc.)	\$350.00 per event/per day (no sponsorship/in kind service availability)

***Hours of operation for the facility are Sunrise to Sunset.