



CITY OF BEAUFORT WATERFRONT PARK APPLICATION

1911 Boundary Street

Phone: 843-525-6348 Fax: 843-986-5606

Name of Event:	Setup Date & Time: _____ Take Down Date & Time: _____
Individual/Organization Name:	Address: _____ Telephone: _____
Designated Lessee Name and Phone Number:	

Completed application must be received and approved by the Events Coordinator, Eliza Hill. Full receipt of deposit must be received to ensure securing your requested date for rental of the Waterfront Park. Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to City of Beaufort, Attn: Eliza Hill, 1911 Boundary Street, Beaufort, SC 29902, or email them to: lhill@cityofbeaufort.org.

All private events must follow the Special/Private Events Policy. You must call the Events Coordinator, Eliza Hill, (843-525-6348) to discuss specifics of the desired event.

Is event open to the public? _____

Will admission be charged or donation required? _____

Will alcoholic beverages be sold? _____ Served? _____

Will food be sold? _____ Served? _____

Will there be any retail sales? _____

Number of people expected to attend: _____

The Waterfront Park venue is rentable in sections with a 4, 6, or 12-hour limit of any chosen park area or areas. Set up and take down time to be factored into your chosen block of time. NO exceptions will be made.

WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS			
<u>Park Area</u>	<u>4 HR Block</u>	<u>6 HR Block</u>	<u>Entire Park 12 HR Block</u>
Contemplative Garden	\$ 200.00	\$ 400.00	\$2,200.00
Pavilion	\$ 350.00	\$ 500.00	
Green 1	\$ 300.00	\$ 500.00	
Green 2	\$ 450.00	\$ 750.00	
Electric Fee	\$ 50.00	\$ 75.00	
Deposit	\$ 500.00	\$ 800.00	\$1,100.00

Indicate block of time and area or areas of interested desired by circling each.

See this link <http://www.cityofbeaufort.org/group-events-business-license.aspx> to obtain a group business license application for vendors.

Comments:

Lessee/Applicant Signature

Date

Events Coordinator

Date

Received

Deposit Paid: _____ Fees Paid: _____ Refundable Deposit: _____

