



# Town of Elgin

PO Box 277, 2469 Main St.

Elgin, SC 29045

(803) 438-2362

[Elgin.clerk@townofelginsc.com](mailto:Elgin.clerk@townofelginsc.com)

Put onto Calendar:

\_\_\_\_\_

By: \_\_\_\_\_

## ***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 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 judgement 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.

Date Requested: \_\_\_\_\_

Time: \_\_\_\_\_

Reserved by: \_\_\_\_\_

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

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

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



# **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 use of the park over 2 days unless it is a town sponsored event.
3. Notify the neighborhood of upcoming events by mail or email, in addition to posting events on the town's website.
4. Events requiring law enforcement shall do so at their expense. A rate of \$50/hr with a minimum of 3 hours shall be paid to the Elgin Police Department.
5. The park will open from dawn to dusk. 'Quiet Time' for all events will begin no later than 6:00 PM during the Fall/Winter months and 8:00 PM during the Spring/Summer months. 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. The Elgin Police Department will monitor those events.
6. No loitering after 9:00 PM any day of the week.
7. Trash pick-up is every Thursday.
8. Larger events must provide verification of liability insurance.