

**Town Of Port Royal
Park/Sands Reservation Application
P. O. Drawer 9
Port Royal, SC 29935
843 986 2200**

Date of Application: _____/_____/_____

Date of Event: _____/_____/_____

Time of Event: _____ until _____

Name or Description of Event: _____

Venue(s) Check all that apply

- Live Oaks Park Cypress Wetlands/Amphitheater The Sands
 Naval Heritage Park Casablanca Park/John Parker Park Other

Name and Address of Renter: _____

Phone Number and Email: _____

Deposit Paid By/Refunded To _____

| | | |
|---|---|---|
| IS THE EVENT OPEN TO THE PUBLIC? | Y | N |
| WILL ADMISSION BE CHARGED OR DONATIONS ACCEPTED? | Y | N |
| WILL ALCOHOLIC BEVERAGES BE SERVED? (If yes, check with South Carolina ABC for Permit Requirements) | Y | N |
| WILL FOOD AND BEVERAGES BE SOLD? (If yes, check with Health Department for Permit Requirements) | Y | N |

Deposits and Fees: Park/Sands Deposit: \$50.00 (Non-residents) \$15.00
Park/Sands Deposit: \$50.00 (Residents)

DO YOU EXPECT OVER 100 PEOPLE TO ATTEND? Y N
(If yes, Security must be provided)

Contact: Deputy Chief Massey for 100 plus and or Alcohol License at 843-986-2220

Signature of Lessee

Date

***Rental deposits must be collected within six (6) months of the day of the event, or the Town holds the right to retain the funds.**

**If your reservation falls on a weekend, please keep in mind trash collection and pick up is unavailable from Friday PM to Sunday PM.