



# EASLEY

## PARKS & RECREATION

**2026-2027**

## **Tourism Reservation Request Packet**

This completed packet and all that is requested is to be submitted to Stephen Cooke, the Tournament Director, at [scooke@cityofeasley.com](mailto:scooke@cityofeasley.com) to be considered to host a sports tournament, special event, trade show, convention, etc. at a facility owned by the City of Easley.

## **Facility Application and Allocation Policy**

The purpose of this policy is to outline the procedures by which renters may reserve city facilities for tournaments and special events. The services provided to the renter and the obligations of the renter that receive services from the City of Easley Parks and Recreation Department are described within this packet.

## **Submittal Timeline**

1. Requests must be submitted through the *Tourism Reservation Request Packet (TRRP)*. It is the responsibility of the renter to submit the application and secure dates for future events. Dates will not be automatically reserved, and requests submitted are not guaranteed.
2. Sports tournament requests must be submitted separately from regular season games or practice requests according to the application cycle deadlines detailed below.
3. For organizations requesting more than one date during any Application Cycle, the renter completing the TRRP needs to prioritize the submitted requests.
4. Renters have the ability to apply for future dates up to one year in advance.
5. Renters that do not submit their request before the cycle approval date will have their application considered only if there is available space and staff.

Application Cycle Opens ..... October 1, 2026  
Application Cycle Deadline ..... December 1, 2026  
Approval By ..... February 1, 2027  
Approval Months ..... January through December 2027

## **Allocation of Facilities**

The City of Easley Parks and Recreation Department sponsored programs shall have first priority use for all city owned or operated sports facilities.

The following priority system shall be utilized for determining the schedule of facility usage for all other providers and organized sports programs.

1. Easley High School and Middle School sponsored programs and events shall have second priority for usage.
2. Providers of recreation youth programs shall have third priority for usage.
3. Providers of competitive youth programs shall have fourth priority for usage (i.e. Easley Soccer Club and Easley Little League).
4. Any organization that does not fall into any of the above referenced categories shall have the opportunity to request use of the facility pursuant to the facility rental guidelines.

The City of Easley Parks and Recreation Department shall determine the appropriate allocation of facility usage, between the designated renter and any other teams/organizations requesting use of facilities, in a manner consistent with the priority system for facility usage.

## **Request Approvals**

- Once the TRRP request is approved, a facility contract is issued to the organization.
- The TRRP deposit is due at the time of the issued contract (*See below for deposit amount*).

It is possible that a renter may not receive all the dates/times that are requested due to other requests for the same times and space or due to the above-mentioned allocations. In addition, we review multiple factors which include concessions revenue and park attendance. If organizers would like to include additional supportive documentation pertaining to their requested dates, please attach them to the end of the packet.

## **Disclaimer**

The City of Easley Parks and Recreation Department reserves the right to change or cancel any reservation.

## Payment and Plan Schedule

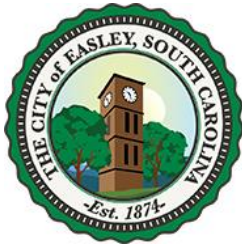
1. Deposit – A deposit of 10% of projected facility usage fees is due within fourteen (14) business days of notification of approval. Deposits are non-refundable and will be deducted from the total fee.
2. Cancellation Policy (Minus Deposit).
  - 14+ days - 100% of TRRP
  - <10 days- 75% of TRRP
  - <5 days - 50% of TRRP
  - <3 days - 25% of TRRP
  - <2 days- No Refund
  - If the City cancels a rental due to weather or field conditions, deposits and full fees will be refunded. No transfers.
3. Failure to Pay – Failure to pay deposit according to guidelines will result in date(s) being released.
4. Balance – The balance of rental and any other fees are due 7 business days prior to the beginning of requested start date. It is the renter's responsibility to follow-up with the appropriate deposit, payment, and schedule as outlined above.
  - Any fees that come up in result of the request will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
5. Add on Fields / Courts – No later than 10 business days prior the renter may request the addition of facilities at existing sites to the Tournament Director. These fields / courts will be based off the City of Easley Fee Schedule without penalty. (Note: not the “final” game schedule, but the projected use of specified fields, start and end times for games each day).
  - No later than 10 business days prior to the tournament, the renter may decrease the number of fields / courts needed by 25% with no penalty.
6. Final Setup Schedule (Example: Field Layout for Baseball/Softball) – Must be sent to the Tournament Director 3 business days prior to the beginning of the start date or Easley Parks and Recreation will not be responsible for event set up.
  - Start times of games/events may not be scheduled to start before **8:00am** on any day. Last scheduled start time on any day will be **8:00pm**.
  - If games/events are used after **10:00pm**, a fee of **\$100** per field/court, per hour will be charged to the Renter.
    - Weather delays will be taken into consideration when applicable.

## Renter Responsibilities

- Renter of City of Easley Parks and Recreation Department facilities **hold harmless** the City of Easley Parks and Recreation Department, the City of Easley, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the abovementioned individual(s) arising out of, or in any way connected with the participation of facility usage.
- **Business Licenses:** Renter must have a **current** City of Easley business license to host a requested event. Business licenses are issued by the City of Easley to the Renter and are required to be on file **before dates are awarded**. The business license is available from City Hall located at 205 N. 1<sup>st</sup> Street, Easley, S.C. 29640. Contact 864-855-7900 for questions.
- **Insurance** The Renter must have a current insurance policy. The Owner must provide a **certificate of insurance (COI) on file before dates are awarded**. The COI must include the following:
  - The Renter must provide a COI in the amount of \$1 million liability naming the City of Easley as additionally insured.
  - Updated information (COI) will be required each rental.
- **Renters must be on site for their entire event.** If a Renter is not able to be on site at any point, they must contact a EPRD representative and designate a temporary replacement/contact person. Renters will provide EPRD representatives with the designee's name, contact number and primary location during the event.
- **Subleasing:** Renter shall not sublease any facility to any other group or organization. Renter will forfeit all existing dates and payments made if this is happening.
- **Preparation:** EPRD employees must prep and maintain facilities unless otherwise approved by the Parks and Recreation Department. No unauthorized person may use City materials or work on City owned facilities unless approved by the Department.
  - Field(s) will be prepared at the start of each day. Additional field crew can be provided for added cost (\$500.00 per day). No machinery or outside materials will be allowed on the field(s).
- **Other Park Facilities Not Requested In Rental:** No person shall enter onto or otherwise tread upon a field, pavilion or other park area that is closed for maintenance, including but not limited to turf maintenance, aeration, mowing, repairing or painting. The Renter and its leadership shall be responsible to the Parks and Recreation Department for the protection of City property including but not limited to fences, concessions, restrooms, trees, water fountains and other similar site amenities during usage by the Provider.
  - Additional cost for damage will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
- **Concessions:** EPRD, retains the right to operate all concession facilities within the park. No concession stands, food trucks or food vendors of any type will be allowed by any organization.
- **Merchandise Vendor Permit - Only:** Merchandise can be sold, but the vendor is required to have a City of Easley business license and be approved by EPRD at least 7 days in advance of the event. Once approved by EPRD, the Renter will receive vendor set-up instructions and their on-site location.
  - Each Vendor must have a **current** City of Easley business license. Business licenses are issued by the City of Easley to the Renter and are required to be on file **before dates are awarded**. The business license is available from City Hall located at 205 N. 1<sup>st</sup> Street, Easley, S.C. 29640. Contact 864-855-7900 for questions.
    - A copy will need to be sent to EPRD.
  - It is the responsibility of the Renter to ensure all vendors are aware of the event set-up and all rules and regulations which apply.

- A fee of \$200 will be charged for failure to notify EPRD by the above-mentioned deadline and will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
  - Permission **will not** be granted on the day of the Event and vendors will be asked to leave.
- EPRD will not be reasonable or be a location for merchandise drop or storage.
- Food vendors are strictly prohibited.
- **Weather Cancellations:** If inclement weather forces the cancelation of the request prior to its start, a refund will be evaluated.
- **Contingency/Emergency Plan:** This policy is for all EPRD events including all weather-related situations as well as non-weather emergencies. On-Site designated EPRD personnel are required to enforce this policy. We ask that all Renters cooperate and comply with personnel in the event this plan is executed.
- **Field Conditions:** EPRD will determine if fields are accessible after rain. We reserve the right to postpone or cancel any event if it could, in our opinion, damage any city facilities. Only EPRD employees may work on fields. Renters may not attempt to improve field conditions by digging, dragging, brooming or applying any drying agents.
  - Additional cost for field dry, clay and EPRD staff will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
- **Electric:** Hookups and generator use are not available unless prior arrangements are made with the City of Easley Parks and Recreation Department.
  - No over-night vehicles such as recreational vehicles will be allowed to stay overnight.
- **Electronic Scoreboard:** The Renter will be responsible for any lost or damaged scoreboard remote during the rental period.
  - Additional cost for damage will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
- **Tents:** If Renter wishes to use a tent of 10'x 10' or smaller, then permission must be granted through EPRD regarding set up. Anything larger must be approved through the City of Easley Building Inspector.
- **Trash:** EPRD will be on site to pick trash up and empty trash cans. If an additional dumpster is deemed necessary by the City, a fee will be charged to the Renter.
  - Additional cost for clean-up will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
- **Restrooms:** Renter is responsible for keeping onsite restrooms free of vandalism during their event. Clean restrooms for men and women will be provided by EPRD. The City shall be responsible for the maintenance of all facilities utilized for play.
  - Additional cost for damages will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
- **Unsportsmanlike Conduct:** on the part of participants, players, managers, coaches, officials, or spectators during any event, game or program on City fields and facilities will not be tolerated. Any such violation can result in disqualification of players, manager, coach, teams, spectators, officials and event staff from practices, leagues, and tournaments or make-up gameplay for any length of time by the Renter.
- **Tobacco Free:** No person shall use any form of tobacco at or within 100 feet of any City of Easley owned facility. In city-owned parks or operated outdoor facilities including the restrooms, spectator and concession areas, playgrounds, athletic fields/courts, and special event venues.
- **Alcohol:** Law expressly prohibits the sale, consumption and distribution of alcoholic beverages in any City of Easley Parks and Recreation Facility.

- **Security:** When deemed necessary by the City of Easley Parks and Recreation Department, an Easley Police Officer will be staffed at the expense of the renter.
  - Cost will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
  - Cost for one Easley Police Officer per hour: \$50.00 (minimum of 2 hours)
- **Parking:** Vehicles permitted to park ONLY in designated spaces. Those in violation are subject to ticketing and/or towing. **Overnight parking is prohibited.** Those in violation will be towed.
  - Cost will be billed to the renter and shall be paid within 7 business days of being notified after the tournament.
- **Animals in Park:** No person shall permit animals owned or controlled by said person to go into the facility areas unless noted as a service animal or as otherwise authorized by the City of Easley.
- **Team Information:** In effort to help track our Economic Impact, all renters must submit an entire team list to EPRD within 1 week of event completion.
  - List must contain the team's home location (i.e. where they are traveling from).
- **Liability:** All operations by the Renter under this agreement shall be conducted solely at their own risk. The Renter will take proper safeguards to prevent any and all injuries or damage to property of the Department. Renters shall be responsible for any damages or injury occurring on or relating to the properties from the operations under this agreement. The Renter will assume, pay and at all times indemnify, protect and save harmless the City of Easley, the Department of Parks and Recreation, or its agents and employees from and against any and all claims, actions, damages, liability and expense arising from the activities in connection with its operation or occasioned wholly or in part by any act or omission of the Renter, its agents, contractors, employees or servants.
- **Termination:** If the Renter fails to maintain in full force and effect the terms of this agreement, then and in any such cases, immediately or at any time thereafter, the Department shall have the right to declare this agreement to be terminated. The Department also reserves the right to object to any and all operations, practices or activities of the Renter that in its sole opinion are unsafe, inappropriate, discriminate because of race, color, sex or national origin, or are contrary to the mission and philosophy of the Department.



## Easley Parks and Recreation Department Tourism Reservation Request Form

Main Office: 111 Walkers Way, Easley, S.C. 29642

Office Phone: 864-855-7933

### Section 1: Renter Information

Renter's Name: \_\_\_\_\_ (must be 21 years or older to rent)

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If applicable, Company/Organization website: \_\_\_\_\_

On-Site Person Responsible for Operations: \_\_\_\_\_

On-Site Person Mobile Phone: \_\_\_\_\_

On-Site Person Email: \_\_\_\_\_

### Section 2: Liability Insurance and License *(Initial)*

\_\_\_\_ Please attach a copy of certificate of Insurance in the amount of a \$1 million liability naming the City of Easley as additionally insured. Updated information (insurance) will be required each season.

\_\_\_\_ Please attach a copy of the Organization City of Easley Business License. Updated information (license) will be required each season.

### Section 3: Facility Request

| Event/Tournament | Date(s) | Time(s) | Facility | Notes (Ex. Facility Layout) |
|------------------|---------|---------|----------|-----------------------------|
|                  |         |         |          |                             |
|                  |         |         |          |                             |
|                  |         |         |          |                             |
|                  |         |         |          |                             |

*\*Additional dates can be listed on the last page.*

### Section 4: Additional Information

Will the event/tournament(s) have vendors? \_\_\_\_ Yes \_\_\_\_ No

*If yes, please read section on vendors and obtain a vendor form from the Parks and Recreation Department to go along with this application.*

Will there be an admission to the above requested tournament(s)? \_\_\_\_ Yes \_\_\_\_ No

*If approved, there will be a pre-event meeting between the Easley Parks and Recreation Department, the Renter and representative(s) to discuss issues related to the operation of the event.*

## Section 5: Renter Agreement

The **RENTER** agrees to conduct their activities in strict and complete compliance with the guidelines set forth in the application packet with the addition of City, County, State and Federal laws.

The **RENTER** agrees to provide the Parks and Recreation Department with the information required in the *Tourism Reservation Request Packet* and any other materials requested by the Parks and Recreation Director or Tournament Director of Easley Parks and Recreation Department, by the deadline as stated above from the date of the application and that of the timeline listed.

I/We (as the Renter) have read and understand the guidelines for facility use and agree to abide by them. I/We (as the Renter) understand that failure to abide by these guidelines may be cause for the revocation of the facility.

I/We (as the Renter) further waive any claim against the **CITY** and assume all risks and hazards incidental to the use of the facilities of the conduct of the activities and transportation to and from the activities. I/We (as the Renter) further hereby release, absolve, indemnify, and hold harmless the **CITY OF EASLEY, SOUTH CAROLINA, THEIR OFFICIALS, STAFF, AND/OR ALL OF THEM** from and against any loss, liability, claims, causes of action, and expenses, including attorney's fees and damages, arising out of or related to the facilities, the condition of the facilities, the activities, or the programs contemplated by their agreement.

The **RENTER** shall maintain at all times during the term of this agreement, at its sole expense and at no expense to the **CITY**, adequate and proper public liability insurance for the joint and separate protection of the **RENTER** and the **CITY**, in amounts as designated by the **CITY**, in case of injury to any one person, and in case of injury to more than one person in the same occurrence, and in case of property damage.

The **RENTER** shall also furnish written evidence of such coverage of insurance, containing an endorsement that it will be primary as to any other insurance that the **CITY** may have in that regard; and such coverage of insurance shall not be canceled, or coverage reduced without the insurance carrier first giving thirty (30) days' notice in written form to the **CITY**. I (as the renter) certify that I/we have read the Vendor Guidelines. I agree to abide by them. I understand the consequences of violating them.

I have read and understand the conditions of this contract and as the Renter, I agree to abide by them. I understand it is my responsibility to educate participants of the City of Easley and Park and Recreation rules, policies and procedures. Violation of any City of Easley or Easley Parks and Recreation rules, policies, and procedures will result in a fine to the Renter and could jeopardize any future field reservations.

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The City of Easley/Recreation and Parks Department reserves the right to alter the above stated rules and regulations for any reason deemed necessary.*

## ATTACHMENT A

### Additional Date Requests

[illegible]

# ATTACHMENT B

## 2026-2027 Fee Schedule

| <b>City of Easley Parks and Recreation Department</b><br><b>Fee Schedule</b><br><b>2026-2027</b>             |  |           |
|--------------------------------------------------------------------------------------------------------------|--|-----------|
| <b>The rates below are the City's standard for facility rentals, vendor fees, programs fees and permits.</b> |  |           |
| <b>Gym Membership</b>                                                                                        |  |           |
| New Member                                                                                                   |  | \$ 30.00  |
| Renewal                                                                                                      |  | \$ 10.00  |
| <b>Picnic Shelters</b>                                                                                       |  |           |
| Picnic Shelter - Per Hour                                                                                    |  | \$ 20.00  |
| Picnic Shelter - Full Day (10 hours)                                                                         |  | \$ 120.00 |
| <b>Meeting Rooms</b>                                                                                         |  |           |
| Bagwell Gym Mutli Purpose Room or Three Fields Tower, per day                                                |  | \$ 150.00 |
| <b>Old Market Square</b>                                                                                     |  |           |
| Amphitheater                                                                                                 |  | \$ 300.00 |
| Gazebo                                                                                                       |  | \$ 200.00 |
| <b>Youth Athletic Programs</b>                                                                               |  |           |
| Fall Sports                                                                                                  |  |           |
| Tackle Football                                                                                              |  | \$ 90.00  |
| Flag Football (6u)                                                                                           |  | \$ 65.00  |
| Cheerleading                                                                                                 |  | \$ 40.00  |
| Cheerleading Uniform – Sideline                                                                              |  | \$ 120.00 |
| Competition Cheerleading                                                                                     |  | \$ 200.00 |
| Baseball                                                                                                     |  | \$ 80.00  |
| T-Ball                                                                                                       |  | \$ 65.00  |
| Softball                                                                                                     |  | \$ 80.00  |
| Volleyball                                                                                                   |  | \$ 80.00  |
| Winter Sports                                                                                                |  |           |
| Basketball (8U & up)                                                                                         |  | \$ 80.00  |
| Basketball (6u)                                                                                              |  | \$ 65.00  |

|                                                                                                                             |           |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| Spring Sports                                                                                                               |           |
| Flag Football (8u & up)                                                                                                     | \$ 80.00  |
| Flag Football (6u)                                                                                                          | \$ 65.00  |
| Softball                                                                                                                    | \$ 80.00  |
| Volleyball                                                                                                                  | \$ 80.00  |
| <b>Adult Athletic Programs</b>                                                                                              |           |
| Kickball                                                                                                                    | \$ 200.00 |
| Softball                                                                                                                    | \$ 250.00 |
| Volleyball                                                                                                                  | \$ 200.00 |
| Basketball                                                                                                                  | \$ 250.00 |
| <b>City Events</b>                                                                                                          |           |
| City of Easley's 5k Color Run Registration                                                                                  | \$ 30.00  |
| Vendor for Large Events (ex. Spring Fling, Holiday Market, 4th of July)                                                     | \$ 40.00  |
| Farmer's Market                                                                                                             |           |
| One Day                                                                                                                     | \$ 15.00  |
| Season Pass                                                                                                                 | \$ 200.00 |
| <b>Permitted Events</b>                                                                                                     |           |
| Festival or Major Event with Road Closure                                                                                   |           |
| One Day                                                                                                                     | \$ 500.00 |
| Two Days                                                                                                                    | \$ 900.00 |
| Festival or Major Event without Road Closure                                                                                |           |
| One Day                                                                                                                     | \$ 200.00 |
| Two Days                                                                                                                    | \$ 600.00 |
| Parade, procession, march, road race, bicycle race (Includes the closing of a road)                                         | \$ 250.00 |
| Private or Public Gathering (200 people max) (without the service of alcohol or generation of alcohol)                      | \$ 200.00 |
| Neighborhood Block Party or Walk (restriction of sidewalk or residential street)                                            | \$ 100.00 |
| Picket or Demonstration (No Road closure, generation of revenue, outdoor entertainment of sale/service of food or beverage) | No Fee    |
| Filming or Photography                                                                                                      | \$ 50.00  |
| <b>Baseball/Softball Facilities</b>                                                                                         |           |
| Single Field Rental - Per 1 Hour, No Lights                                                                                 |           |
| JBRO or Alice                                                                                                               | \$ 35.00  |
| Pope, Hagood, or Woodside                                                                                                   | \$ 25.00  |
| One Time Game Preparation Fee                                                                                               | \$ 60.00  |
| Single Field Tournament or Event at Pope, Hagood, or Woodside - Per Day, No Lights                                          |           |
| Full Day - Without Game Preparation                                                                                         | \$ 250.00 |
| Full Day - With Game Preparation                                                                                            | \$ 400.00 |

|                                                               |              |
|---------------------------------------------------------------|--------------|
| Full Facility Baseball/Softball Tournaments at JBRO - Per Day |              |
| Three Fields - With Game Preparation                          | \$ 1,200.00  |
| Five Fields - With Game Preparation                           | \$ 1,500.00  |
| Multiple Park Baseball Tournaments                            |              |
| One Day: Five Fields, Three Fields - With Game Preparation    | \$ 2,000.00  |
| Two Days: Five Fields, Three Fields - With Game Preparation   | \$ 4,000.00  |
| Five Days: Five Fields, Three Fields - With Game Preparation  | \$ 10,000.00 |
| Batting Cages                                                 |              |
| 1 cage per hour (hitting or pitching)                         | \$ 15.00     |
| Additional                                                    |              |
| Field Dry - Per Bag                                           | \$ 20.00     |
| Clay - Per Bag                                                | \$ 25.00     |
| Lights - Per Hour                                             | \$ 20.00     |
| <b>Football/Soccer/Multipurpose Fields</b>                    |              |
| Single Field Rental – JBRO or Pope, No Lights                 |              |
| Per Hour                                                      | \$ 40.00     |
| Half Day (5 Hours Max)                                        | \$ 200.00    |
| Full Day                                                      | \$ 400.00    |
| Additional                                                    |              |
| Lights Per Hour                                               | \$ 20.00     |
| Single Field Painted (Regardless of Field Size)               | \$ 300.00    |
| <b>Larry Bagwell Gym Facilities</b>                           |              |
| Single Court Rental                                           |              |
| Per Hour                                                      | \$ 40.00     |
| Half Day                                                      | \$ 200.00    |
| Full Day                                                      | \$ 400.00    |
| Three Court Rental                                            |              |
| Half Day (5 Hours Max)                                        | \$ 600.00    |
| One Full Day                                                  | \$ 1,200.00  |
| Two Full Days                                                 | \$ 2,200.00  |
| Walking Track                                                 |              |
| Half Day (5 hours max)                                        | \$ 100.00    |
| Full Day                                                      | \$ 200.00    |

|                                                                                                     |             |
|-----------------------------------------------------------------------------------------------------|-------------|
| Full Facility Rental                                                                                |             |
| Half Day (5 Hours Max)                                                                              | \$ 900.00   |
| One Full Day                                                                                        | \$ 1,800.00 |
| Two Full Days                                                                                       | \$ 3,600.00 |
| Birthday Party Package                                                                              |             |
| Court C with back meeting area and patio (4 hours max)                                              | \$ 200.00   |
| Additional Costs                                                                                    |             |
| Set Up Basketball/Volleyball Per Court                                                              | \$ 80.00    |
| Set Up Tarps Per Court                                                                              | \$ 100.00   |
| <b>Tennis/Pickleball Courts at Pope Field Community Park or Hagood Park</b>                         |             |
| Single Court Rentals at Pope Field Park or Hagood Park, No Lights                                   |             |
| Tennis or Pickleball Court Per Hour                                                                 | \$ 30.00    |
| Full Facility Rentals at Pope Field Park or Hagood Park, No Lights                                  |             |
| Half Day (5 Hours Max) (4 Tennis or 8 Pickleball)                                                   | \$ 500.00   |
| Full Day (4 Tennis or 8 Pickleball)                                                                 | \$ 800.00   |
| Additional                                                                                          |             |
| Lights Per Hour                                                                                     | \$ 20.00    |
| <b>Disc Golf Course at JB "Red" Owens Sports Complex</b>                                            |             |
| Full Course for Full Day                                                                            | \$ 200.00   |
| <b>Art Classes – Clay/Paint/Stamps</b>                                                              |             |
| One Day Class                                                                                       | \$ 5.00     |
| Two Day Class                                                                                       | \$ 8.00     |
| <b>Senior Programs</b>                                                                              |             |
| Programs, Activities and Field Trips vary based on the supplies needs, price of event and location. | TBD         |
| <b>Community Programs, Activities and Field Trips</b>                                               |             |
| Programs, Activities and Classes vary based on the supplies needs, price of event and location.     | TBD         |
| <b>Additional Cost</b>                                                                              |             |
| Tournament / Event that Exceed Contract Time Per Hour                                               | \$ 100.00   |
| Additional Cost may be added based on event details. Extra pricing is within rental agreements.     | TBD         |

# ATTACHMENT C

## Vendor Permit Application

**Easley Parks and Recreation Department**  
**Vendor Permit Application**  
Main Office: 111 Walkers Way, Easley, S.C. 29642  
Office Phone: 864-855-7933

### Vendor Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

### Please List All Events:

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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