



Picnic Hangar Reservation Request

Please fill in all of the requested information, sign below and mail or bring in completed form with payment to the Greenville Airport Commission Office located on the 2nd floor of the Main Terminal Building located at 100 Tower Drive, Unit 2, Greenville, SC 29607 between the hours of 8:30 a.m. and 12:00 p.m. or between 1:00 p.m. and 5:00 p.m. Monday through Friday on non-federal holidays.

Group Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone number(s): _____ Email: _____

Type of Function: _____

Group size (include total number of people expected to attend): _____

Picnic Hangar is located within Runway Park at the Greenville Downtown Airport (GMU), 21 Airport Road Ext. Greenville, SC 29607. It contains 10 large picnic tables. One of the tables provides wheelchair access. **No grills, electricity or water.**

Monday through Thursday Rentals:

\$50 9:00 a.m. – 12:00 p.m. 12:30 p.m. – 3:30 p.m. 4:00 p.m. – 7:00 p.m.
\$150 9:00 a.m. – 7:00 p.m.

Friday, Saturday or Sunday Rentals:

\$75 9:00 a.m. – 12:00 p.m. 12:30 p.m. – 3:30 p.m. 4:00 p.m. – 7:00 p.m.
\$225 9:00 a.m. – 7:00 p.m.

I would like to reserve the hangar on _____, _____
Day of the week Date

from _____ a.m. / p.m. to _____ a.m. / p.m. which is a part day / full day rental
Circle one

Reservation Guidelines:

Hangar rental may not be made any earlier than January 1st for any given year. For example, if you would like to reserve the shelter for July 7, 2017, you must wait until January 1, 2017 to make the reservation.

Reserved area must be left clean and free of litter - this includes the complete removal of all decorations. **Balloons, kites and dogs are not permitted.**

Park amenities such as the play equipment are always open to the public and cannot be reserved exclusively for a function.

There is no vehicular access from the parking lot to the picnic hangar.

PAYMENTS/REFUNDS: Full payment is due when the reservation is made. **Cash or check made payable to GAC is preferred.** Debit or credit cards (in person only) and PayPal are accepted but their fees reduce the amount that goes to help maintain the park. A one month notice of cancellation is required to receive a 50% refund. **Refunds will not be given for cancellations made less than one month prior to the event (even if the reservation was made during this time).** **All facilities are rain or shine. Refunds will not be given for inclement weather.** **Return Check Policy** - The amount of the check, along with any state allowable fees, may be collected electronically if the check is returned for non-sufficient funds. The renter is responsible for all damages to the pavilion, picnic tables, etc.

Park Hours and Rules:

- ADULT SUPERVISION REQUIRED
- STAY INSIDE FENCED AREA (KEEP GATES CLOSED AT ALL TIMES)
- USE PARK AND PLAYGROUND AT YOUR OWN RISK
- PARK AMENITIES ARE FIRST COME, FIRST SERVED (UNLESS RESERVED)
- NO BALLOONS, KITES, OR RADIO CONTROLLED FLYING DEVICES**
- NO LITTERING (PLEASE USE PROVIDED TRASH CONTAINERS)
- NO PETS ALLOWED (EXCEPT FOR SERVICE ANIMALS)**
- NO MOTORIZED VEHICLES (EXCEPT FOR WHEELCHAIRS)
- NO FIRES, GRILLS, OR OPEN FLAMES
- NO HORSEPLAY OR FIGHTING
- NO ALCOHOLIC BEVERAGES
- NO SMOKING OR USE OF OTHER TOBACCO PRODUCTS
- NO LOUD MUSIC OR ANY OTHER DISRUPTIVE ACTIVITY
- NO GLASS CONTAINERS
- NO SIDEWALK CHALK**
- NO BALLOONS OR OTHER INFLATABLE PLAY EQUIPMENT
- NO TENTS OR OTHER STRUCTURES
- NO FIREARMS OR WEAPONS OF ANY KIND
- NO FIREWORKS OR SPARKLERS
- NO TAPE OR OTHER ADHESIVE PRODUCTS**
- NO SOLICITING OF ANY KIND
- PARK CLOSED FROM DUSK UNTIL DAWN

ANYONE DAMAGING PROPERTY OR VIOLATING THESE PARK RULES WILL BE PROSECUTED

REPORT VIOLATION OF PARK RULES TO GREENVILLE AIRPORT COMMISSION: 864-242-4777

EMERGENCIES: DIAL 911

If you have any problems on the day of your rental, please call Lara Kaufmann at 864-270-6660.

Questions? Contact Kim Sanders at kim@greenvilledowntownairport.com or call 864-242-4777.

Note: Hangar is available on a first-come, first-served basis, unless it is reserved. The Airport Director may approve or disapprove the request based on impact on: The area in use in terms of large numbers of individuals, daily use visitors expectations, other groups or events scheduled to be in the park that day and parking availability for regular daily use and requested event usage.

I have received and read the Picnic Hangar Reservation Information sheet and list of the general rules and agree to use the hangar under these guidelines.

Signature
GAC OFFICE USE ONLY Rental Fee: \$ _____ Paid: Check Cash Charge on _____ (Date)

Date