OFFICE OF THE COUNTY ADMINISTRATOR

1 Public Square, Room 210 . Darlington, South Carolina 29532 . 843-398-4100
www.darcosc.com FAX 843-398-9679

Application For Reservation Of Darlington County Owned Facility
Grooms Building, 528 Cartersville Highway, Lamar, SC 29069

Please complete this application **a minimum of two (2) weeks** prior to the proposed event. Submit application and payment to the County Administrator's Office, 1 Public Square, Room 210, Darlington.

Today's Date:_____

Building Requested: Grooms Building – Lamar **Kitchen: Yes** ☐ **No** ☐

Date Requested: _____ **Beginning/Ending Time:** _____
(Not available after 9 pm)

Type of Event:_____

Name of Organization/Individual:_____

Will Admission Be Charged? Yes☐ **No**☐ **Proceeds To Be Used For:** _____

Name, Address & Telephone Number of Applicant:

Name: _____

Address: _____

Phone #: _____ **Alt. Phone** _____ **Email**_____

I agree to personally assume the responsibility for all charges, liability and to insure enforcement of all rules governing the care and use of the **Grooms Building in Lamar**.

_____
Signature of Applicant

FEE SCHEDULE *(Fees Must Be Paid In Advance)*
Banquet Room: $150 per day
Kitchen Area/Equipment: $100 per day
Clean-up Fee: $50 (**refundable if sufficient clean-up is done**)

Make checks payable to **Darlington County Treasurer. *NO Reservation will be made until application and payment have been **received at least 2 weeks before the event.** *Applicant must be at least **21 years of age**. *NO **Alcoholic Beverages** allowed on premises.*This facility is available for use from 9 a.m. to 9 p.m. **(weekends)**. *Facility is to be left in the same condition in which it was found in order to receive refund of Clean-up Fee, which will be mailed to address on file following building inspection. All clean-up fee refunds should be requested at the County Administrator's Office following event. *This form **MUST** be on the premises at all times *This facility seats approximately 50 people. For banquet room & kitchen areas only. For assistance, call **Andrew Smith at 843-616-1990.***

County Use

Total Fee Paid: _____ **Approved/Disapproved** **Name** _____ **Date** _____