

Facility Rental Guide

Phone: (864) 885-2709 | Email: rentals@seneca.sc.us | www.seneca.sc.us

How It Works — The Rental Process

Thank you for your interest in renting a City of Seneca facility. Please follow the steps below:

Step 1: Choose Your Facility & Review Fees — Browse the available facilities and fee schedule (Appendix A) at the end of this application. Select the facility and space that best fits your event and budget.

Step 2: Complete This Application — Fill out the Facility Rental Application form.

Step 3: Review Insurance Requirements — Liability insurance (\$1,000,000 minimum) naming the City of Seneca as additional insured is required for all rentals. Review the insurance requirements detailed in this guide so you are prepared, but do not purchase a policy until your application has been approved by City staff.

Step 4: Submit & Pay — Submit this completed application along with your refundable security deposit, generally \$250, at least 30 days before your event. You may submit online or by email (see How to Submit below). Once your event is approved, City staff will notify you to obtain your insurance policy and pay rental fees at least 7 business days before the event. Fees may be paid online, in person, or by mail (see How to Pay below).

Step 5: Event Day — Pick up your key at least 12 hours before your event. Arrive at your scheduled start time. Setup and cleanup must be included within your reserved hours.

Step 6: Post-Event Inspection — Return the key the next business day. City staff will inspect the facility no later than 1:00 PM that day. Your deposit will be returned if the facility is left in satisfactory condition.

KEY REQUIREMENTS AT A GLANCE

- ✓ Application submitted at least 30 days before event
- ✓ Liability insurance (\$1M minimum) required — obtain after application approval (see applicable section below)
- ✓ Refundable security deposit (amount varies by facility — see Appendix A: Facility & Equipment Fee Schedule)
- ✓ Rental fees paid at least 7 business days before event
- ✓ 2-hour minimum rental applies to all facilities
- ✓ All events must end by 10:00 PM unless prior City approval is obtained
- ✓ Keys picked up at least 12 hours before event and returned the next business day

HOW TO SUBMIT YOUR APPLICATION

You may submit your completed application using either of the following methods:

Option 1: Apply Online (Recommended)

Complete your application online at: www.seneca.sc.us/rentals

The online form allows you to complete and submit your application. You will receive an email confirmation once your application has been received. Proof of insurance is not required at the time of submission — City staff will notify you to obtain your policy once your event has been tentatively approved.

Option 2: Email This Form

Email your completed application (PDF) to: rentals@seneca.sc.us

Please include "Facility Rental Application" in the subject line of your email. City staff will confirm receipt of your application within two (2) business days.

For information on how to pay deposits and rental fees, see How to Pay Rental Fees & Deposit below. Questions? Call (864) 885-2709 or email rentals@seneca.sc.us.

HOW TO PAY RENTAL FEES & DEPOSIT

Your refundable security deposit is due once your rental has been approved. All rental fees must be paid at least 7 business days before your event. You may pay using any of the following methods:

Option 1: Pay Online

Visit the City of Seneca's GovernmentWindow payment portal at: senecasc.governmentwindow.com. Select the "Special Events/Rentals" button and follow the prompts to complete your payment. A convenience fee will be assessed for online payments: the higher of \$2.00 or 3.5% per transaction.

Option 2: Pay In Person (Cash or Check)

Payments may be made in person by cash or check at the Shaver Recreation Complex, 698 W South 4th St, Seneca, SC 29679. Checks should be made payable to the City of Seneca.

Option 3: Pay by Mail (Check Only)

Mail a check payable to the City of Seneca to:

City of Seneca
Attn: Facility Rentals
PO Box 4773
Seneca, SC 29679

Please include your event date and facility name on the memo line. Allow sufficient mailing time to ensure payment is received at least 7 business days before your event.

Available Facilities

The table below lists all City of Seneca facilities available for public rental.

Venue	Address	GatherGuard Venue Code
Shaver Recreation Complex	698 W South 4th St, Seneca, SC 29679	0501-576
Gignilliat Community Center	621 Townville St, Seneca, SC 29679	0501-578
Howard Complex	810 W South 4th St, Seneca, SC 29679	0501-2770
Blue Ridge Field	316 Holland Ave, Seneca, SC 29678	0501-2771
Cunningham Park (fields)	405 W. South 5th St, Seneca, SC 29678	0501-2780
Alexander Amphitheater	300 Main St, Seneca, SC 29679	0501-580
Seneca City Hall (Council Chambers)	221 East North 1st St, Seneca, SC 29679	0501-577
Water Treatment Plant — Conference Room	630 Northampton Rd, Seneca, SC 29679	0501-2772

Event Liability Insurance (Required)

All facility rentals require a general liability insurance policy with a minimum of \$1,000,000 in coverage. The City of Seneca must be listed as an additional insured, and the specific venue and event date must appear on the policy or certificate.

Important: Do not purchase an insurance policy until City staff has approved your application. Once your requested event and date(s) have been confirmed as available and acceptable, staff will notify you to

proceed with obtaining coverage. This protects you from purchasing a non-refundable policy for an event that may not be approved or for a date that is unavailable.

GET INSURED IN MINUTES WITH GATHERGUARD

As a member of the SC Municipal Insurance Risk Financing Fund (SCMIRF) through the Municipal Association of South Carolina, the City of Seneca participates in GatherGuard — a quick, affordable way to obtain the required event liability insurance. Wait to purchase your GatherGuard policy until you receive tentative approval from City staff.

How it works:

1. Visit the GatherGuard link for your venue (from the list below).
2. Provide details about your event (event type, date, number of attendees, etc.).
3. Receive an instant quote and purchase your policy online.
4. GatherGuard automatically emails the certificate of insurance to City staff — no need to deliver a copy yourself.

GatherGuard venue links:

Shaver Recreation Complex: [0501-576](https://app.gatherguard.com/?v=0501-576) — <https://app.gatherguard.com/?v=0501-576>

Gignilliat Community Center: [0501-578](https://app.gatherguard.com/?v=0501-578) — <https://app.gatherguard.com/?v=0501-578>

Alexander Amphitheater: [0501-580](https://app.gatherguard.com/?v=0501-580) — <https://app.gatherguard.com/?v=0501-580>

Seneca City Hall (Council Chambers): [0501-577](https://app.gatherguard.com/?v=0501-577) — <https://app.gatherguard.com/?v=0501-577>

Howard Complex: [0501-2770](https://app.gatherguard.com/?v=0501-2770) — <https://app.gatherguard.com/?v=0501-2770>

Blue Ridge Field: [0501-2771](https://app.gatherguard.com/?v=0501-2771) — <https://app.gatherguard.com/?v=0501-2771>

Cunningham Park: [0501-2780](https://app.gatherguard.com/?v=0501-2780) — <https://app.gatherguard.com/?v=0501-2780>

Water Treatment Plant — Conference Room: [0501-2772](https://app.gatherguard.com/?v=0501-2772) — <https://app.gatherguard.com/?v=0501-2772>

You may also obtain insurance from your own provider or another carrier. Ensure the certificate names the City of Seneca as additional insured and specifies the venue and event date.

Facility Rules & Policies

By submitting this application, the applicant acknowledges and agrees to comply with the rules and policies below. These rules and policies are not intended to be comprehensive in nature. Each venue may have additional specific rules and policies that should be followed.

1. Reservations are subject to availability and will not conflict with City-sponsored programs or activities, which take first priority.
2. Applications should be submitted at least 30 days before the requested event date.
3. All rental fees must be paid at least seven (7) business days before the event. Fees may be paid online, in person (cash or check), or by check via mail — see How to Pay Rental Fees & Deposit on Page 1 for details. A 2-hour minimum rental applies to all facilities. See Appendix A for rates.
4. A refundable security deposit is required, \$250 total for most facilities (see Appendix A for the amount by facility). The deposit will be returned following a satisfactory post-event inspection by City staff (conducted no later than 1:00 PM the next business day). The deposit will be forfeited if the facility is not left clean and undamaged, as solely determined by City staff.
5. All keys must be picked up and signed out at least 12 hours before the event and returned the next business day. Failure to return a key will result in forfeiture of the deposit.

6. Setup and cleanup must occur within your reserved rental hours. No early access for setup or late stays for breakdown will be permitted. The City will begin charging the applicable hourly rate if a room/facility remains occupied more than 15 minutes past the end of the agreed rental period.
7. Cancellations must be made at least 48 hours before the start of the rental period, or the deposit will be forfeited.
8. All events must end by 10:00 PM unless prior written approval is obtained from the City.
9. No alcohol is permitted on any City-owned property unless approved by the City in advance. Approved alcohol service requires: (a) an Alcohol Permit from the SC Department of Revenue, (b) liquor liability insurance, and (c) a completed and approved Alcohol Service Release & Waiver Form. Note: Alcohol is prohibited at the Water Treatment Plant Conference Room.
10. Youth-oriented events (attendees age 18 and under) require adult chaperones at a ratio of one (1) adult per ten (10) minors.
11. All rentals must comply with applicable facility occupancy limits.
12. At the conclusion of your event, you are responsible for racking all chairs on the chair rack, folding all tables and placing them against the wall, and placing all trash in designated receptacles. Failure to do so will result in forfeiture of your deposit.
13. City staff will not set up or break down tables, chairs, or other equipment. Standard furnishings (tables and chairs) are included with select indoor facility rentals at no additional cost — see Appendix A for details. If your event requires quantities beyond what is included, additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.
14. Anyone renting a kitchen at Shaver or Gignilliat may only warm items on the range (no cooking). Children are not permitted near the oven or range. The renter assumes full responsibility for kitchen use and agrees to hold harmless and indemnify the City of Seneca from any claims or liabilities arising from kitchen use.
15. The applicant is responsible for reimbursing the City for any damage to City property beyond the security deposit amount. Damage to rented equipment (tents, tables, chairs, stage, cones, trash cans, etc.) due to inclement weather or careless use will be billed to the renter.
16. The City reserves the right to cancel any event.

Additional Requirements (If Applicable)

Certain events may require additional permits, licenses, or City services. To simplify this process, City staff will coordinate most internal requirements on your behalf once your application is submitted. Please review the items below so you are aware of what may apply to your event.

What the City Will Help Coordinate:

Based on the information you provide in this application, City staff will initiate coordination with the appropriate internal departments as needed.

- **Food Trucks:** City staff will coordinate the required Fire Marshal inspection and Mobile Food Vending Permit with the Planning Department.
- **Electrical Power:** If your event requires electrical service beyond what is typical, or if you would like to inquire as to what service is available at a particular facility, please send an email to rentals@seneca.sc.us to provide all necessary additional information.
- **Garbage/Waste Services:** If your event requires additional waste receptacles or pickup beyond what is normally available at the facility, City staff will coordinate with Public Works. Additional fees may apply.

What the Applicant Is Responsible For

The following items require action by the applicant and cannot be handled by City staff:

- **Business/Vendor Licenses:** All vendors participating in your event are required to obtain a valid City of Seneca Business/Vendor License prior to the event. City staff will notify the Business License Office of vendors listed in Section 3; however, the applicant is ultimately responsible for ensuring that each vendor has obtained the necessary license. Contact the Business License Office at (864) 885-2791 with any questions.
 - **Retail Food Permit:** If food will be sold at your event, a Retail Food Permit is required from the SC Department of Agriculture. This permit must be obtained by the applicant or the food vendor directly. Visit www.scdca.sc.gov or call (803) 734-2210.
 - **Hospitality Tax:** A 2% hospitality tax applies to gross proceeds from the sale of prepared foods and beverages within the City limits of Seneca, and is due by the 20th of each month. City staff will provide you with the required reporting form and instructions upon approval of your application.
 - **SC Department of Revenue Alcohol Permit:** If alcohol service has been approved by the City for your event, the applicant is responsible for obtaining the required Alcohol Permit from the SC Department of Revenue. Visit dor.sc.gov or call (803) 898-5000.
 - **All applicable fees, deposits, permits, and licenses must be obtained before use of City property.**
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FACILITY RENTAL APPLICATION

Complete all applicable sections below and submit with your application.

Section 1: Applicant Information

Applicant / Organization Name	Contact Person
Mailing Address	City, State, ZIP
Phone Number	Email Address

Section 2: Event Details

Facility / Venue Requested	Specific Area / Room / Field
Date of Application	Date(s) of Event
Start Time – End Time (include setup/cleanup)	Estimated Number of Attendees
Description of Event / Proposed Use	Applicant/Organization Address? <input type="checkbox"/> In-City <input type="checkbox"/> Out-of-City

Will alcohol be served? Yes No **If yes, Applicant must complete an Alcohol Service Release & Waiver Form**

****Note: The consumption of alcohol on the premises of the Water Treatment Plant is prohibited.***

Will vendors be present? Yes No

Is this a youth-oriented event (attendees 18 and under)? Yes No

If you are providing your own insurance (not through GatherGuard), please complete the following:

Insurance Company	Agent / Contact Person	Phone Number
Policy Number	Coverage Dates	City of Seneca listed as additional insured? <input type="checkbox"/> Yes

A copy of the Certificate of Insurance for your event policy must be provided after your application has been approved and before your event date..

Section 3: Vendor Information (If Applicable)

If your event includes vendors, list them below. All vendors must obtain a City of Seneca Business/Vendor License and comply with all applicable policies. If space is needed for additional vendors, see Appendix B: Additional Vendor List. **It is the applicant's responsibility to ensure all vendors obtain the appropriate licenses/permits.**

Vendor – Business Name	Contact / Phone	Business Type	Address / Email
Vendor 1:			
Vendor 2:			
Vendor 3:			
Vendor 4:			
Vendor 5:			

Section 4: Equipment Rental and Security Personnel

The following services and equipment are available for rent. Please indicate quantities needed. Any damage to rented equipment due to inclement weather or misuse will be billed to the renter at the cost of replacement.

The Standard Furnishings listed in Appendix A will be deducted from the total quantity requested prior to calculating total equipment rental fees.

Item	Fee	Total Qty Requested
10×10 Tent	\$35.00 per tent	
20×20 Tent	\$75.00 per tent	
Tables	\$2.00 per table	
Chairs	\$1.00 per chair	
Stage	\$1,000.00	
Vinyl Floor Cover	\$100.00	
Police Officer	\$62.00 per hour, per officer	

Section 5: Rental Agreement & Liability Waiver

1. I understand that participation in activities at a City facility involves inherent risks, and I voluntarily assume full responsibility for any injury, illness, or sickness that may occur as a result of participation or facility use.
2. I hereby release, waive, discharge, and forever hold harmless the City of Seneca, its agents, contractors, employees, representatives, and staff from any and all claims, demands, damages, or causes of action arising out of or related to any loss, injury, illness, or other incident that may occur during or as a result of the rental or use of the facility.

3. I am responsible for ensuring the proper use and care of the facility during the rental period. If any City property is damaged during the rental, I understand that my security deposit will be forfeited, and I agree to reimburse the City for any additional repair or replacement costs beyond the deposit amount within 30 days from the date of the rental.
4. I have read and understand and agree to comply with all rules and policies set forth in the Facility Rental Guide and the Facility Rental Application.
5. I understand that the City reserves the right to deny this application, at its sole discretion.
6. I am responsible for the conduct of all participants at my event, the use and welfare of the City facility, and the replacement or repair of any equipment, structures, or property that may be damaged, lost, or stolen during our use.

By signing below, I acknowledge that I have read, understood, and voluntarily agree to all terms, conditions, rules, policies, and applicable fees stated in the Facility Rental Guide, Facility Rental Application and Appendices A & B.

Applicant Signature	Date
Printed Name	Organization (if applicable)

FOR OFFICE USE ONLY	
Approved By	Date Approved
Facility / Area Rented	In-City or Out-of-City
Hourly Rate Applied	Total Rental Fee
Deposit Received (\$)	Insurance Verified: <input type="checkbox"/> GatherGuard <input type="checkbox"/> Other Provider
Equipment Rental Total	Fees Paid / Balance Owed
Key Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Key Returned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Post-Event Inspection: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Deposit Returned? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason if No:	City Representative Signature / Date

APPENDIX A

Facility & Equipment Fee Schedule

All rentals require a 2-hour minimum. Rates shown are per hour unless otherwise noted. Day rates are shown in parentheses where available. In-City rates apply to residents and organizations within the Seneca city limits.

Equipment Rental

Item	Fee
10×10 Tent	\$35.00 per tent
20×20 Tent	\$75.00 per tent
Tables	\$2.00 per table
Chairs	\$1.00 per chair
Stage	\$1,000.00
Vinyl Floor Cover	\$100.00

Security Personnel

Item	Fee	Qty Requested
Police Officer	\$62.00 per hour, per officer	

Facility Rentals

Shaver Recreation Complex – 698 W South 4th St. (Indoor Facilities)

Area	Resident Rate	Non-Resident Rate	Deposit
Meeting Room A (includes Kitchen)	\$60/hr (\$400/day)	\$100/hr (\$800/day)	\$250
Entire Building (Gym, Kitchen & Meeting Room)	\$200/hr (\$1,400/day)	\$350/hr (\$2,200/day)	\$250
1 Court Only	\$40/hr	\$80/hr	\$250
Entire Gym	\$80/hr (\$1,000/day)	\$160/hr (\$1,800)	\$250

Standard Furnishings Included: Rentals of Meeting Room A and Entire Building each include 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

Shaver Recreation Complex – Athletic Fields

Field	Resident Rate	Non-Resident Rate	Tournament Price/Day	Deposit
Fields 1–7 (Baseball/Softball)	\$20/hr	\$40/hr	\$250/field	\$250
Fields 1 & 2 (Soccer)	\$40/hr	\$80/hr	\$375	\$250

Shaver – Additional Athletic Field Costs

Service / Item	Fee
One-Time Baseball/Softball Game Preparation	\$40.00
Infield Clay & Field Dry	\$25.00 per bag
Vinyl Floor Cover Rental (may be required for your event)	\$100.00

NOTE: Tournament pricing includes a one-time game preparation at the beginning of the day. All fees, deposits, and licenses must be paid before use of City property.

Gignilliat Community Center – 621 Townville St.

Area	Resident Rate	Non-Resident Rate	Deposit
North Room	\$60/hr (\$400/day)	\$100/hr (\$800/day)	\$250
South Room (includes Concession)	\$80/hr (\$550/day)	\$200/hr (\$1,400/day)	\$250
Entire Building (North Room, South Room & Gym)	\$120/hr (\$1,000/day)	\$350/hr (\$2,200/day)	\$250
Gym Only	\$40/hr (\$500/day)	\$80/hr (\$900/day)	\$250

Standard Furnishings Included: Rentals of the North Room, South Room, and Entire Building each include 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

Tim Howard Gym – 810 W South 4th St. (Indoor Facilities)

Area	Resident Rate	Non-Resident Rate	Deposit
Gym Only	\$40/hr (\$500/day)	\$80/hr (\$900/day)	\$250

Blue Ridge Field Pavilions

Area	Resident Rate	Non-Resident Rate
1 Pavilion – half day (4 hours)	\$20	\$40
1 Pavilion – full day (8 hours)	\$40	\$80
2 Pavilions – half day (4 hours)	\$40	\$80
2 Pavilions – full day (8 hours)	\$80	\$160

Cunningham Park

Field	Resident Rate	Non-Resident Rate
Adams Field	\$20/hr	\$40/hr
Fields 1, 2, or 3	\$10/hr	\$20/hr
Kapp Field	\$20/hr	\$40/hr

City Hall – Council Chambers

Area	Resident Rate	Non-Resident Rate
Council Chambers – half day (4 hours)	\$100	\$200
Council Chambers – full day (8 hours)	\$200	\$400

Water Treatment Plant – Conference Room (630 Northampton Rd)

Area	L&W Customer	Non-L&W Customer	Deposit
Conference Room – Weekday	\$400 (\$200 for any consecutive weekdays)	\$550 (\$275 for any consecutive weekdays)	\$250
Conference Room – Weekend (Saturday/Sunday)	\$600 (\$300 for any consecutive weekend day)	\$750 (\$375 for any consecutive weekend day)	\$250

Standard Furnishings Included: The Conference Room includes 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

Alexander Amphitheater — 300 Main St. (Outdoor Venue)

Alexander Amphitheater features a covered stage and seating for approximately 2,000 in the heart of downtown Seneca. Because the venue is an open, public space bounded by public streets and parking areas, it cannot be fully enclosed. All events must allow passive public access to the surrounding area. Rental fees are based on the level of event intensity as defined below.

Standard Event Rental Rates

Event Tier	Resident Rate	Non-Resident Rate	Deposit
Tier 1 — Passive Use	\$50/hr (\$400/day)	\$100/hr (\$800/day)	\$250
Tier 2 — Active Use	\$150/hr (\$1,000/day)	\$300/hr (\$2,000/day)	\$500
Tier 3 — Major Use	\$1,500/day base (+ \$200/hr)	\$3,000/day base (+ \$250/hr)	\$1,000
Setup/Strike Day (if needed)	50% of the applicable day rate		

All hourly rentals are subject to a 2-hour minimum. Day rate = 8 hours.

Tier Definitions

Tier 1 — Passive Use

Non-amplified or lightly amplified events (portable speaker only) with no vendors, no alcohol, no temporary structures and expected attendance under 200. The facility remains fully open and accessible to the public throughout. No City staffing required.

Tier 2 — Active Use

Events involving amplified sound (PA system, live band, DJ), vendor presence, temporary structures (tents, staging, etc.), alcohol service, or expected attendance of 200–499. May require partial management of public foot traffic in the immediate area.

Tier 3 — Major Use

Large-scale events with significant amplified sound, extensive vendor or sponsor presence, professional-grade production equipment (stage lighting rigs, sound engineering, video screens), or expected attendance exceeding 500. These events are likely to substantially impact downtown traffic flow, parking availability, and adjacent businesses, and may require dedicated City staffing and potentially police presence.

CLASSIFICATION NOTES:

If an event meets the criteria for more than one tier, the higher tier applies. The City Administrator may reclassify an event to a higher tier at his/her discretion, if the actual scope exceeds what was provided on the rental application. Custom rates for recurring event series (e.g., weekly summer concerts, monthly farmers markets) or multi-day festivals may be negotiated with the City Administrator. Because Alexander Amphitheater is an open, public space that cannot be fully enclosed, ticketed or gated admission events are not permitted. All events must allow passive public access to the surrounding area.

Wedding Packages

The Alexander Amphitheater is available for wedding ceremonies and receptions. Wedding packages include use of the covered stage and terraced seating area for the duration of the rental period. Due to the open-air nature of the venue, renters should plan for weather contingencies.

Package	Resident Rate	Non-Resident Rate	Deposit
Full Day (up to 10 hours)	\$2,000	\$2,500	\$500
Rehearsal (up to 2 hours)	\$100	\$200	Included

WEDDING RENTAL REQUIREMENTS

In addition to the standard application requirements, the following apply to all wedding rentals at Alexander Amphitheater:

- Setup and breakdown must occur within the reserved rental hours. A separate setup/strike day may be reserved at 50% of the applicable day rate.
- If alcohol will be served, the applicant must complete the Alcohol Service Release & Waiver Form and obtain all required permits and insurance. This is subject to City approval.
- All vendors (caterers, florists, DJs, photographers, etc.) must be listed in Section 3 (and Appendix B, if needed) of the rental application and are subject to City of Seneca Business/Vendor License requirements.
- Amplified music must comply with all City noise ordinances and must end by 10:00 PM unless prior written approval is obtained.
- The renter is responsible for a weather contingency plan. The City does not provide rain-date guarantees or refunds due to inclement weather.
- Any decorations, temporary structures, or floral arrangements must be removed prior to the conclusion of the rental period. No items may be affixed to the stage or seating structures with nails, screws, staples, or adhesives.

Additional Amphitheater Fees

Service / Item	Fee
Required City Staff (if needed; minimum determined by City)	\$50.00 per hour, per staff member
Police Officer (if required)	\$62.00 per hour, per officer
Additional Waste Receptacles	\$25.00 per roll cart

APPENDIX B

Additional Vendor List

Use this form if your event includes more than five (5) vendors. Complete this page and attach it to your Facility Rental Application. All vendors listed below are subject to the same licensing and permit requirements described in Section 3 of the application. The applicant is ultimately responsible for ensuring that each vendor obtains a valid City of Seneca Business/Vendor License prior to the event.

Applicant / Organization Name	Date(s) of Event
Facility / Venue	Application Date

Vendor – Business Name	Contact / Phone	Business Type	Address / Email
Vendor 6:			
Vendor 7:			
Vendor 8:			
Vendor 9:			
Vendor 10:			
Vendor 11:			
Vendor 12:			
Vendor 13:			
Vendor 14:			
Vendor 15:			
Vendor 16:			
Vendor 17:			
Vendor 18:			
Vendor 19:			
Vendor 20:			

If more than 20 vendors are expected, please attach an additional sheet in the same format or contact City staff at (864) 885-2709.