

*Please submit completed forms to [dvick@tegacaysc.gov](mailto:dvick@tegacaysc.gov)*

**City of Tega Cay – City Offices  
7725 Tega Cay Drive – P. O. Box 3399  
Tega Cay, South Carolina 29708-3399**

## Pitcairn Park Lease

This is to certify that the Pitcairn Park

(Parks)

of the City of Tega Cay, South Carolina is leased to:

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Contact Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date of Event)

\_\_\_\_\_  
(Start and End Times)

Permission is given to the leasee or his designee for the use of Pitcairn Park

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Authorized by (City Official)

Diana Vick, Facilities Coordinator

\_\_\_\_\_  
Date

Alcohol Lease Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Office Use

Refund Amt: \_\_\_\_\_

PD date: \_\_\_\_\_

**City of Tega Cay – City Offices  
7725 Tega Cay Drive – P. O. Box 3399  
Tega Cay, South Carolina 29708-3399**

**Alcohol Lease**

This is to certify that the Pitcairn Park

\_\_\_\_\_  
(Parks)

of the City of Tega Cay, South Carolina is leased to:

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Business or Organization)

\_\_\_\_\_  
(Date of Event)

\_\_\_\_\_  
(Start and End Times)

Permission is given to the lessee or his designee to bring alcoholic beverages into the specific location leased during the period shown above. All alcoholic beverages brought on to the premises must be removed by the lessee or his designee upon termination of the event for which this lease is granted. Any alcoholic beverages brought on to the premises must be South Carolina tax paid liquor.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Authorized by (City Official)  
Diana Vick, Facilities Coordinator

If not having alcohol at the rental please sign, draw a diagonal line through this sheet and include it with the rental lease.

**The Areas Designated “Reserved” On The Map Below Have Been Exclusively Leased For a Private Party By:**

Group Name:

Date: Start & End Times:

Responsible Party Signature:

Police Department: 803-548-0340

**Pitcairn Park – Reserved Areas**



**Must Keep 1/2 of the Parking Lot Open to Parking Permit Holders**

-  Areas Which are Reserved
-  Public Access to Restrooms Cannot be Denied.
-  All Other Areas of the Park

**The following must be done to receive your refund back:**

- Must put all trash in trash cans
- Remove all decorations
- Clean up area

Please initial that you have read and understood the above.