



City of Union

500 E. Locust Street
Union, MO 63084
Phone: (636) 583-3600
Fax: (636) 583-4091

Union Parks and Recreation Department Pavilion Rental Form

Rental Date: _____ Beginning Time _____ Ending Time _____

Contact _____ Phone (c) _____ (h) _____

Organization/Group _____

Address _____ City _____ Zip _____

Type of Rental: Family Reunion Wedding Company Other (explain)

Will goods or services be for sale or hired? Yes No

Large Pavilion Fee: _____ Kitchen fee (25.00) Yes No

Pavilion #1 Fee: _____ Pavilion #2 Fee: _____

Pavilion #3 Fee: _____ J.C. Pavilion Fee: _____

Open Space Fee: _____ Gazebo: _____

Garden Pavilion: _____ Rotary Pavilion: _____

TOTAL AMOUNT DUE: _____ Other _____

I have received and read a copy of the "Pavilion Rental Policies, Rules and Regulations" and will abide by all the written rules. I do understand that if rules are broken and I or anyone in my organization/group has been warned and continue to break the rules, we will be asked to leave. I understand that I will not receive a refund if my organization/group is asked to leave. I am also responsible for any damages to the rental pavilion.

Renters Signature

Date

Hold Harmless For Use of City Facilities

To the fullest extent permitted by law, renter agrees to indemnify, defend and hold harmless the City of Union, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or alternative dispute resolution costs arising out of , or related to renters use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of renter, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the renter or anyone for whose acts the renter may be liable, regardless of whether caused in part by the negligence or wrongdoing of the City and any of its agents or employees.

WE/ I also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized for entrance for use of the premises or who has not previously agreed to the above Hold Harmless Agreement.

WE/ I also agree to pay for any damages to the premises and/or equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment.

WE/ I also agree to notify the City of Union or the Union Police Department of any damages or hazardous conditions immediately, and to discontinue use of the premises, until the condition can be corrected.

The renter shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence bases.

Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by the renter with a combined single limit of \$1,000,000 minimum.

Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.

All policies of insurance must be on a primary basis, non-contributory with any other insurance and /or self-insurance carried by the City.

Prior to activities commencing the renter shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

*All parties listed above MUST sign.

SIGNATURE	PRINTED NAME	DATE
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SIGNATURE	PRINTED NAME	DATE
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SIGNATURE	PRINTED NAME	DATE
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Pavilion Rentals

Rental Rates

<u>Pavilion</u>		<u>Company & Wedding.</u>	<u>Kitchen</u>
Large	\$100	\$175	\$25 plus a \$25 deposit
Gazebo	\$20		
Small Pav.	\$30		
Carpenters	\$35		
Rotary	\$40		
J.C.	\$60	\$80	
Garden Club	\$35		
Open Space		\$75(must be accompanied by a pavilion rental)	
Lake Gazebo	\$35.00		
Fireman's Shelter	\$40.00		

Rental Policies

- If the rental is open to the public and alcohol is served the renter will be required to provide liquor liability and proof of general liability insurance with a combined single limit of not less than \$1 million occurrence with \$3 million aggregate. The City of Union must also be named as an additional insured.
- All person wanting to rent a pavilion must complete a pavilion rental form and return with rental payment within one week of reservation.
- One/half the rental rate is required within one week of reserving the Large Pavilion or the date will be forfeited. Full payment for the large pavilion is required 30 days prior to rental date or deposit and date will be forfeited.
- Full payment is required within one week for all other rentals. If payment is not received within one week the date will be forfeited.
- Refunds on all rentals will be refunded 30 days prior if you should cancel. After 30 days the rental is not refundable and a credit will not be issued.
- Reservations within 30 days of rental date must be paid in full.
- A \$25 deposit is required for the large pavilion kitchen. The deposit is refundable if the kitchen is left in good condition and the key is returned. The key may be picked up the Friday before the rental for a weekend rental or the day before for any rental Monday – Friday. Please return the key the Monday after a weekend rental or the following day after a rental during the week.
- Companies and Wedding Parties can rent open space in the park. Open space must be accompanied by a pavilion rental. The park office may require certain parties to rent the open space.
- The renter is responsible for all damages to the pavilion, picnic tables, etc.

Rules & Regulations

- Renters are responsible for cleaning and placing trash in the proper trash receptacle.
- No staples in tables. Use only tape for decorating.
- Do not remove or add tables to the pavilion.
- Turn off all lights before leaving
- Glass containers are not allowed in the park.
- All decorations must be completely removed.
- Renters must provide their own light bulbs at the small pavilions.
- No person shall solicit any business or service, or to advertise or vend for sale or hire any goods or service unless it is in direct benefit to the Parks and Recreation Department. The Parks and Recreation Department must approve all sales, etc.

In addition to the rules above the following rules apply to the *Large Pavilion*

- **Containers filled with liquid of any kind are not allowed on the wooden floor.**
- Music **must** be set up at the **north** end of the pavilion facing the tennis courts.
- Leave kitchen clean; please do not leave food in the refrigerator or freezer
- Windows and serving area in kitchen must be locked when you leave.
- **Trash barrels are not allowed on the wooden floor**
- Bar-B-Q. pits are not allowed on the large pavilion
- Vehicles may not be driven on the ramp to unload items at the pavilion.

Union Parks and Recreation
500 East Locust, Union, MO. 63084
(636) 583-8471

If you have any problems the day of your rental, please call the Park Director Kevin Arand at 314-808-1071 or Angela Breeden at 636-584-1966.