

TODAYS DATE: _____ RECEIPT#: _____ PERMIT#: _____



City of Overland Parks & Recreation Department

9225 Lackland Road, Overland, MO 63114 Phone: 314.428.0490

Park Pavilion Reservation Permit

****YOU ARE REQUIRED TO SUBMIT A COPY OF YOUR DRIVER'S LICENSE OR STATE ID CARD WITH THIS APPLICATION****

****ALL RENTAL FEES ARE DUE AT THE TIME OF RESERVATION AND ARE NON-REFUNDABLE****

RESIDENT NON-RESIDENT BUSINESS NON-PROFIT ORGANIZATION

EVENT START DATE: _____ END DATE: _____ DAY OF WEEK: _____

START TIME: _____ END TIME: _____ (*END TIME MAY NOT EXCEED PAST DUSK)

NATURE OF USE: _____ ANTICIPATED ATTENDANCE: _____
BE SPECIFIC (I.E. BIRTHDAY PARTY, BOY SCOUT MEETING) (NOTE: MAY NOT EXCEED PARK LIMIT BELOW)

ORGANIZATION NAME (IF APPLICABLE): _____

APPLICANT NAME (PRINT): _____ E-MAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: () _____ ALT. PHONE: () _____

WILL YOU BE HIRING VENDORS? (CATERER, CHAIRS, INFLATABLES, ANIMALS, TENT, ETC.): YES / NO

(ALL COMPANIES MUST PROVIDE THE CITY OF OVERLAND WITH A CERTIFICATE OF LIABILITY INSURANCE NO LATER THAN TWO WEEKS PRIOR TO THE EVENT NAMING THE CITY OF OVERLAND AS ADDITIONALLY INSURER. *NOTE: SOME VENDOR TYPES MAY REQUIRE A SAINT LOUIS COUNTY PERMIT AS WELL. A COPY OF THAT APPLICATION WILL BE REQUIRED AS WELL PRIOR TO THE EVENT STARTING)

<u>SELECT A PARK</u>	<u>PARK</u>	<u>AMENITIES</u> (CHECK WHAT IS NEEDED FOR YOUR RESERVATION)
	<u>NORMAN MYERS</u> 8700 MIDLAND BLVD.	<input type="checkbox"/> BARBEQUE PIT <input type="checkbox"/> PICNIC SHELTER <input type="checkbox"/> PLAYGROUND <input type="checkbox"/> ELECTRICITY *MAX PARK LIMIT = 80
	<u>WOODSON ROAD</u> 1655 WOODSON ROAD	<input type="checkbox"/> PICNIC SHELTER/GAZEBO <input type="checkbox"/> PLAYGROUND <input type="checkbox"/> BARBEQUE PIT <input type="checkbox"/> ELECTRICITY *NOTE: FENCED DOG PARK AREA NEAR SHELTER *MAX PARK LIMIT = 40
	<u>MORT JACOBS</u> KREM & CLARENDON	<input type="checkbox"/> PICNIC SHELTER <input type="checkbox"/> BARBEQUE PIT <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> PLAYGROUND *MAX PARK LIMIT = 60
	<u>WILD ACRES</u> 10400 MIDLAND BLVD.	<input type="checkbox"/> GAZEBO *MAX PARK LIMIT = 200
	<u>VERONA PAVILION</u> 2519 VERONA AVE	<input type="checkbox"/> PICNIC SHELTER *MAX PARK LIMIT = 80

PLEASE NOTE: YOU MAY USE THE FIELD(S) ONLY IF IT IS NOT OCCUPIED BY A LEAGUE/ORGANIZATION WITH AN APPROVED PERMIT FROM THE CITY OF OVERLAND. LEAGUES, SCRIMMAGES, AND TOURNAMENTS WILL BE SUBJECTED TO ADDITIONAL FEES FOR EACH GAME HELD IN THE CITY OF OVERLAND PARKS. INDIVIDUALS OR ORGANIZATIONS HOSTING A LEAGUE OR TOURNAMENTS MUST MEET THE CITY OF OVERLAND'S MINIMUM INSURANCE REQUIREMENTS AND APPLICABLE FEES WILL BE APPLIED.

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RULES & REGULATIONS

- **RESPONSIBLE PARTY:** The individual(s) and / or group named on the Park Permit being issued to shall be held jointly responsible for any use to which a facility is put under the permit granted, and shall accept responsibility for all damage done to City property.
- **HOURS:** No Park facility can be rented prior to sunset or past dusk without prior written approval of the City of Overland Parks & Recreation Director.
- **SUPERVISION:** All activities must be under constant, competent, adult supervision.
- **INCLEMENT WEATHER:** The City of Overland is not responsible for picnics/events canceled due to inclement weather.
- **AVAILABILITY:** Parks may not be available on certain days due to city held functions having precedence. The City of Overland reserves the right to relocate any meeting/event based on unforeseen circumstances.
- **NATURE OF PARTY:** Activities of users must be of a nature suitable for presentation in a public facility, must be lawful, and must conform to all ordinances/policies established by the City of Overland. The City of Overland reserves the right to disapprove any request if the nature or contents of the activity are in violation of city ordinances, the general well-being, interest, and or safety of the group/individuals or general public utilizing the facilities.
- **DECORATIONS:** No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted which will mark, deface or injure these surfaces.
- **CLEANUP:** Permit Holder shall be responsible for the facility being clean and in an orderly state after scheduled use. Should the facilities be left in such a condition to require additional cleanup or maintenance, this expense will be invoiced to the responsible party.
- **SOUND:** If your event includes a sound device and/or another type of feature that could be considered a disturbance, please keep the sound level low. Failure to do so may result in your party being forfeited w/out a refund.
- **VEHICLES:** All Non-City related motorized vehicles are prohibited from driving onto and/or parking on the grass and athletic tracks within the parks. Unauthorized vehicles can be ticketed and/or towed at the Owners Expense. Authorized vehicles pertain to City of Overland owned vehicles only. All motorized vehicles are encouraged to park in the designated parking lots for the park.
- **GLASS ITEMS:** Glass is prohibited within all park facilities. (i.e. beer bottles, glassware, and etc.)
- **LOST / STOLEN ITEMS:** The City of Overland cannot be held responsible for lost or stolen items. Pavilion renters are encouraged to report incidents of vandalism or illegal activity in the park by calling 911.
- **INSURANCE:** Use of entertainment equipment and the hire of vendors may require you to provide the City of Overland with additional documents two weeks prior to the rental date. St Louis County Permits, Certificate of Liability, Fire District Inspection, and other fees may apply. Permit Holder agrees to submit all necessary paperwork to the City of Overland for any vendor or entertainment equipment used on City property.

I hereby submit my reservation request for the use of the city park, indicated on the reverse side of this request, and in doing so agree that I have read, understand and will conform to all rules, regulations, and requirements. I do hereby agree to abide by all federal, state, and local laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event of the City of Overland property. I understand that lack of meeting all requirements may result in the denial or cancellation of the requested rental.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I understand that falsification of information or violation of any rules, regulations or ordinances of the City of Overland Pavilion Rental Rules and Regulations will result in the denial and/or revocation of the pavilion permit, forfeiture of fees. I hereby attest that I am at least 18 years of age. I understand that upon approval of my request, I will be issued a permit for the park reservation and that this permit is not transferable or assignable. Any attempted transference will void the permit and subjected to the loss of fees. **This permit is your written permission to occupy the designated park pavilion for the exclusive use of your organization during the days and times set forth but it does not give you exclusive use of the entire park.**

SIGNATURE

DATE

FOR OFFICE USE ONLY

REVIEWED BY: _____ DATE: _____ APPROVED BY: _____ DATE: _____

A COPY OF THIS PERMIT IS ON FILE WITH THE OVERLAND POLICE DEPARTMENT



TODAYS DATE: _____ RECEIPT#: _____ PERMIT#: _____



HOLD HARMLESS AGREEMENT
For use of Community Facility and Grounds
City of Overland

1. "I/We/Me/My" shall mean:

INDIVIDUAL / ORGANIZATION

Name: _____ C/O: _____

Address: _____

Phone: _____ Fax: _____

2. General Information:

Rental Date: _____ Rental Site: _____

Total Hours Site is needed: _____ Rental Times: _____

Activity to be held: (describe in detail) _____

Consultant Agreements for Public Entities

The Individual / Organization agrees to indemnify, hold harmless, and defend the City of Overland, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorney's fees, arising out of or resulting, directly or indirectly, from the Consultant's (or Consultant's subcontractors if any) performance or breach of the contract provided that such claim damage, loss, or expense is (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting there from, or from negligent acts, errors or omissions and (2) not caused by the negligent act or omission or willful misconduct of the City of Overland or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract."

Name of Representative

Today's Date

Signature of Representative

Facility Contract / Permit Number