



City of Dardenne Prairie
 2032 Hanley Road
 Dardenne Prairie, MO 63368
 (636) 561-1718
 (636) 621-0077 -fax

DATE OF EVENT _____

TIME OF EVENT _____

City Hall Park Facilities Reservation Request

Applicant Information

Date of Application:

Responsible Party:

Address:

Number and Street

City, State, and Zip Code

E-mail:

****Proof Of Residency Is Required To Qualify For Resident Rate****

Event Information

Organization or Group (if applicable):

Approximate number of attendees:

Type of Event:

Decorations to be used:

NO NAILS, TAPE, SCREWS, GROUND STAKES
 THUMB TACKS, GLITTER, CONFETTI

Family Pavilion

Three 8-ft picnic tables
 Reservation Fee for 4 Hours

___ **Resident: \$50.00**

___ **Non-Resident: \$100.00**



___ **Not for Profit Group: \$50.00**

To receive the not for profit rate, the organization must present proof of its 501(c)(3) or incorporation status.

Refunds will be given for cancellations made within 7 days of event. All paperwork must be returned for refund.

Renter Agreement

I, the undersigned, hereby apply for the use of the Dardenne Prairie facility and certify all information is correct. As named responsible party for proposed event, I accept full responsibility for my group and/or organization.

I agree that the guests will observe all rules and regulations as stated in the reservation agreement attached.

I will dispose of any and all trash and I will accept responsibility for reparation of any damages arising from the use of the facility and properties.

Signature of Responsible Party

Printed Name

Telephone Number

CITY HALL PARK FAMILY PAVILION AGREEMENT

- NO SMOKING OR TOBACCO PRODUCTS ALLOWED
- The responsible party shall be held accountable for any damage to property or failures to follow policy, rules or procedures.
- Loud music and disorderly conduct or behavior is prohibited. The City retains the right to remove any individual from the park for being loud, vulgar, disruptive or destructive of property and/or for violating any park rules or ordinances of the City.
- Facilities must be left in good, clean condition when the activity is complete. Nails, tape, screws, thumb tacks, etc, must not be used to attach decorations to any surface. No glitter or confetti. Stakes, poles etc may not be inserted into the grounds.
- All trash, supplies and decorations must be removed at the end of the reservation.
- No Inflatables. (such as bounce houses)
- No skateboarding, roller blading, bicycle riding or use of similar devices.
- No food, gum or beverages allowed on playground equipment.
- Please do not move park equipment and furnishings.
- Pets must be on a leash no longer than six (6) feet in length. Owners are responsible for immediate clean up.
- For the safety of all of our guests, glass containers are prohibited at all outdoor facilities.
- All motor vehicle laws apply to the operation of vehicles within the park. Please park in designated areas only.
- Proper clothing and footwear is required.
- Advertising, merchandising, selling or solicitation is prohibited
- Use of fireworks is prohibited.
- Portable grills, fryers, smokers, camp stoves, bonfires, and fires of any type are prohibited.
- Weapons are prohibited, except as otherwise provided by law.
- Please do not enter any area or park that has been posted as being closed.
- Picnic shelters that are not reserved may be used by the public on a first come first served basis.
- The above is intended to provide you with the most common rules and regulations which may apply to your function. However, your reservation is subject to enforcement of all city ordinances and parks rules and regulations. If you have any questions regarding items not listed please call our office.
- Each applicant is responsible for reparation of any damages arising from their group’s use of our Park property and its facilities.
- The City retains the right to revoke this agreement at any time for any reason

I (we), for myself, my employees, agents, participants and invitees, hereby expressly release and discharge the City from any and all liability of every kind or nature, including, but not limited to, bodily injury (including death), damage to the property, and all claims, suits demands, losses, costs and expenses (including attorneys’ fees) arising from or alleged to arise from the use of the City Park pursuant to this Agreement, that may be sustained by myself, my employees, agents, participants or invitees while on City property during the term of this Agreement.

I (we) further agree to indemnify and hold harmless the City from any and all liability arising from or alleged to arise from the use of City Park, including, but not limited to, bodily injury (including death), damage to property, and all claims, suits, demands, losses, costs and expenses (including attorneys’ fees). I (we) am covered by my (our) own personal, or my groups own insurance for accidents and incidents that might arise during activities in the City Park, which coverage shall be effective on or before the date my (our) use of City Park shall have begun.

Refunds will be given for cancellations made within 7 days of event. All paperwork must be returned for refund.

Signature of Responsible Party

Printed Name

Telephone Number

**PLEASE REMEMBER THESE ARE OUTDOOR FACILITIES
AND REFUNDS ARE NOT GIVEN FOR INCLEMENT WEATHER**

ID checked _____ Resident? _____ Over 21? _____	
Authorized by: _____	