



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 Council Room Reservation Request

Personal events, including but not limited to birthday parties, wedding receptions, and reunions are generally not considered appropriate use of City meeting rooms

Applicant Information

Responsible Party:

Address:

Number and Street

City, State, and Zip Code

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

Event Information

Organization or Group (if applicable): _____

Approximate number of attendees: _____

Type of Event: _____

Will refreshments be served?

If so, what will be served?

____ **Additional Charge: \$25.00**

NON-ALCOHOLIC BEVERAGES ONLY

Will decorations/displays be used?

If so, please describe:

NO NAILS, TAPE, SCREWS, THUMBTACKS, ETC

Room Set-up:

____ 80 chairs with ten 60" round tables

____ 54 chairs with nine 6' rectangular tables

____ 84 chairs only

Reservation Fee :

____ Resident: \$25.00 per hour

____ Not for Profit Organizations: \$15.00 per hour*

____ Non-Resident: \$35.00 per hour

Minimum 2 hour, Maximum 4 hour rentals

NOTE: EVENING EVENT MUST END AND CLEAN UP PERFORMED PRIOR TO 10:00 P.M.

*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.

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 leave the facilities as described in agreement 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

Date

Telephone Number

Dardenne Prairie City Hall Council Room

DATE and TIME

- Normally fees or collections for admission may not be charged.
- The City retains the right to revoke this agreement at any time for any reason. In addition, the City retains the right to remove any individual from the facility for being loud, vulgar, disruptive or destructive of property.
- Facilities must be left in good, clean condition when the activity is complete. Nails, screws, thumb tacks, tape, etc, must not be used to attach displays of any type to any surface.
- Light, non-alcoholic refreshments may be served, but all items must be removed and cleaned after meeting. There will be an additional charge of \$25.00.
- Tables and chairs may be moved to accommodate the meeting but must be returned to original arrangement at meetings end. All surfaces including tables shall be wiped down.
- Each applicant is responsible for reparation of any damages arising from their group's use of this property and its facilities.
- Purposes, objectives, or views of groups or organizations using City meeting rooms shall in no way be announced, advertised, or displayed so as to suggest that the organization, its mission, beliefs, or purposes are endorsed by the City of Dardenne Prairie.
- The City shall not be responsible for providing any audio-visual services or equipment.
- All City facilities are smoke-free and the use of tobacco products is strictly prohibited.
- Reservations are limited to the specific meeting room and rest room use only. Kitchen and food preparation facilities are not available.
- No materials, equipment or furniture belonging to groups may be stored on City premises and the City will assume no responsibility if materials, etc. are left on the premises. No materials, equipment, etc. in room or storage in room are to be used, moved or removed.
- Meetings must be conducted in a quiet, orderly manner. Please close the door to meeting room. Attendees should be advised to remain in the meeting room except for use of the restrooms. They should also be aware that other businesses are being conducted throughout the building. Please restrict gathering in the hallways before and after meetings, or during any meeting breaks. Cell phone calls or private conversations should be taken outside.
- Parents may not leave children unattended while using meeting room facilities. Individual or organizations must provide a minimum of 1 adult chaperone for youth functions of 15 or less. One additional chaperone must be provided for each additional 10 participants. Youth are defined as anyone under the age of 21.
- Building will not be open before 7:30 am and will close at 5:00 pm. Meetings before or after normal business hours must be approved by the City. All events, including clean up, must end by 10:00 pm.
- Members must use the court door, located on the west side of the building, when entering and exiting the building
- Keep emergency doors to north stairwell closed and pathway clear
- The above is intended to provide you with the most common rules & regulations which may apply to your function. However, your reservation is subject to enforcement of all city ordinances & rules & regulations. If you have any questions regarding items not listed please call our office.

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 Hall property 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 Hall property, 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 Hall property, which coverage shall be effective on or before the date my (our) use of City Hall property shall have begun.

| Signature of Responsible Party | Printed Name | Telephone Number |
|---|--------------|--------------------------------------|
| ID checked _____ Resident? _____ Over 21? _____ | | |
| Authorized by: | | |
| Walk Through Prior to Event- date/time: | | Walk Through After Event- date/time: |