

# Parks & Recreation Department

107 W. Sears Ave.

Owensville, MO 65066

573.437.8231

[www.cityofowensville.com/parks](http://www.cityofowensville.com/parks)



## Rental Information

<u>Location</u>	<u>Park</u>	<u>Address</u>	<u>Tables</u>	<u>Capacity</u>	<u>Electric/ Lights</u>	<u>Water/ Fountain</u>	<u>Grill</u>	<u>Fee Per Day</u>
Pavilion #1	Memorial	804 McCan Dr	23	184	Yes	Yes	No	\$100
Kitchen	Memorial	808 McCan Dr	0	n/a	Yes	Yes	No	\$50
Pavilion #2	Memorial	809 McCan Dr	10	80	Yes	No	Yes	\$75
Pavilion #3	Memorial	796 Parker Dr	6	48	Yes	No	Yes	\$50
Pavilion #4	Memorial	798 Parker Dr	6	48	Yes	Yes	Yes	\$50
Pavilion #5	Memorial	801 Parker Dr	4	32	Yes	Yes	Yes	\$35
Pavilion #6	Memorial	697 Parker Dr	5	40	No	No	Yes	\$45
Pavilion #7	Winter	800 Park Dr	5	40	Yes	No	Yes	\$45
Pavilion #8	Memorial	507 Red Oak Rd	6	48	Yes	Yes	Yes	\$45
Pavilion #9	Memorial	504 Red Oak Rd	6	48	Yes	Yes	Yes	\$50
Pavilion #10	Luster	101 S 2 <sup>nd</sup> St	5	40	Yes	Yes	Yes	\$35
Pavilion #11	Buschmann	403 S 3 <sup>rd</sup> St	2	16	Yes	No	Yes	\$35
Pavilion #12	Buschmann	410 S 4 <sup>th</sup> St	6	48	Yes	No	Yes	\$50
Gazebo	Buschmann	404 S 4 <sup>th</sup> St	0	10	Yes	No	No	\$35
Camp Site	Memorial	510 Red Oak Rd	0	33	Yes	Yes	No	\$20
Water Park	Memorial	705 Parker Dr	4	350	Yes	Yes	No	\$350

*Optional Add-ons:* Dump Fee (\$10/use), Ball Field Lights (\$35/hour), Extra Hour (\$175), Pavilion (\$25), Concession Stand (\$25)

### Rental Policies:

- Renter is responsible for all damages to the facility, pavilion, picnic tables, camp site, ball field, etc.
- Company rental and/or if 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 \$2 million aggregate. City must be provided a certificate of insurance naming the city as additional insured and a letter of endorsement.
- Full rental rate is required at time of booking or date will be forfeited; except for Water Park.
- Water Park: Minimum of half of rental rate (non-refundable deposit) is required at time of booking or date will be forfeited. Full payment for the Water Park is required 30 days prior to rental date or deposit and date will be forfeited. If booking under 30 days prior to rental, full rental fee is due at time of booking.
- Kitchen Use: key MUST be picked up from City Hall the Friday before the weekend rental or the day before any weekday rental. Return the key the Monday after a weekend rental or the following day after a weekday rental.
- Company's may reserve both Pavilion #1, #2, Kitchen and Memorial Field for \$200, plus \$50 deposit for company picnic.

### Park, Pavilion, Kitchen & Ball Field Rules & Regulations:

- Rentals MUST end before the park closes.
- Park hours are 5am-10pm.
- Renter is responsible for cleaning and placing trash/debris in the proper trash receptacle.
- Leave kitchen clean; do not leave food in the refrigerator or freezer.
- Windows and serving area in kitchen must be locked before leaving.
- Pets must always be on leash and cleaned-up after.
- No parking or driving on grass; except in designated camping areas with proper permit.
- No horseback riding, except on designated trails.
- No fireworks, unless sponsorship of an organized group.
- Open fires are not permitted, except in bar-b-q grills. Fires must be completely extinguished before renter leaves the premises.

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- If grease is being used (example: fry cooker), the grease must be taken with renter and NOT disposed of in any trash receptacle or on any part of the park/city property.
- No staples in tables and beams; use only tape for decorating and remove during clean-up. All decorations must be removed.
- Do not remove or add tables to the pavilion.
- Turn off all lights before leaving.
- Glass containers are not allowed in any City park.
- Any damage incurred to the area or equipment will be charged at the current repair and/or replacement costs and billed to the renter.
- Camping or sleeping overnight in the parks is not allowed without obtaining the proper permit.

## Camping Rules & Regulations:

- All park rules and above regulations apply during camping.
- Camping only allowed in designated areas.
- Maximum stay is 14 consecutive days.
- Maximum trailer/motorhome length for sites 1-25 is 40 feet.
- Maximum of two (2) vehicles per site.
- Dump station is available for \$10 per use.
- Campground quiet hours are 10pm-8am.
- No loud music or offensive language.
- No cutting, damaging or hanging anything from trees.

## Water Park Rules & Regulations:

- Rental fee will be refunded, if notice of cancellation is provided in writing to the Director a minimum of 30 days prior to the scheduled rental. A \$10 administrative fee will be charged.
- No refunds will be issued when notice is not given within a minimum of 30 days prior to the scheduled rental.
- No refunds will be issued once rental has been in progress for one (1) hour or more due to inclement weather, etc. If the rental is cancelled due to inclement weather the day of the rental, prior to the start time, the renter can reschedule depending on availability. If no reschedule date is available, a refund will be provided.
- Rentals must take place before or after regular pool hours and during pre-established set times.
- Fee includes certified lifeguards, swimming and use of sound system.
- A ratio of 1 swimming adult to 5 children under the age of 5 must be met at all times. Otherwise, a ratio of 1 swimming adult to 8 children (ages 6+) must be met at all times.
- All regular pool rules apply during rentals.
- At no time will furniture or fixtures be moved, removed or rearranged without prior approval.
- Renter will be responsible for any and all damages to the building and/or contents resulting from usage.
- No person shall mark on or deface the facility.
- No alcohol or tobacco products allowed (e-cigarettes included); alcohol is not to be served or brought into the facility at any time.
- Renter is allowed to bring outside food and drinks, but must be kept within the concession area at all times AND CLEANED UP.
- No glass allowed.
- Renter and guests are to remain inside the facility, once rental has begun.
- Optional Rental Add-ons: 1) Extra hour for \$125, 2) Pavilion #6 for \$25, 3) Staffed concession stand (2hrs) for \$25; cost to purchase items will still apply.
- END TIME of the rental means that the renter has completely vacated the facility, which includes clean up. At that time the supervisor on duty will then complete the appropriate facility check out procedure.

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## Rental Agreement Form

Rental Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Contact: \_\_\_\_\_ Organization/Group: \_\_\_\_\_ Phone: (C) \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Rental:  Family Reunion  Birthday Party  Wedding  Company  Other: \_\_\_\_\_

Will goods or services be for sale or hired?  Yes  No Will event be open to the public with alcohol?  Yes  No  
Liquor License Application: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Pavilion #1 (\$100) _____     | <input type="checkbox"/> Pavilion #6 (\$45) _____  | <input type="checkbox"/> Pavilion #12 (\$50) _____          |
| <input type="checkbox"/> Kitchen (\$50/\$50 dep) _____ | <input type="checkbox"/> Pavilion #7 (\$45) _____  | <input type="checkbox"/> Gazebo (\$35) _____                |
| <input type="checkbox"/> Pavilion #2 (\$75) _____      | <input type="checkbox"/> Pavilion #8 (\$45) _____  | <input type="checkbox"/> Camp Site (\$20) _____/Site# _____ |
| <input type="checkbox"/> Pavilion #3 (\$50) _____      | <input type="checkbox"/> Pavilion #9 (\$50) _____  | <input type="checkbox"/> Water Park (\$350) _____           |
| <input type="checkbox"/> Pavilion #4 (\$50) _____      | <input type="checkbox"/> Pavilion #10 (\$35) _____ |   |
| <input type="checkbox"/> Pavilion #5 (\$35) _____      | <input type="checkbox"/> Pavilion #11 (\$35) _____ |   |

Optional Add-ons:  Dump Fee w/ Camp Site Rental (\$10 per use) \_\_\_\_\_  Ball Field Lights w/ Ball Field Rental (\$35 per hour) \_\_\_\_\_  
 Extra Hour w/ Water Park Rental (\$175) \_\_\_\_\_  Pavilion #6 w/ Water Park Rental (\$25) \_\_\_\_\_  
 Staffed Concession Stand (2 hrs) w/ Water Park Rental (\$25) \_\_\_\_\_

FEE DUE: \$ \_\_\_\_\_ DEPOSIT DUE: \$ \_\_\_\_\_ FEE REC/DATE: \$ \_\_\_\_\_ DEPOSIT REC/DATE: \$ \_\_\_\_\_

### Hold Harmless - Lessee agrees to the following:

No liability either expressed or implied, will be incurred by the City of Owensville, its agents, servants, and employees, arising out of the use of the park rental by lessee, its agents, servants, employees, assigns, successors, invitees and licensees, during the date & time specified in the agreement. Lessee agrees to indemnify and hold harmless the City, its agents, servants, employees, from and against any and all liability for damages arising from injuries to persons or damage to property occasioned by any negligent acts or other omissions of lessee, its agents, servants, and employees, including any and all expenses, legal or otherwise, which may be incurred by the City, its agents, servants, and employees, in defense of any claim, action or suit, irrespective of any claim that an act, omission or negligence of the City, its agents, servants or employees contributed to such injury or damage. I, the lessee of the park facility, agree by my signature that I am the responsible party and understand and agree to comply with the "Rental Policies, Rules and Regulations". I agree to the above indemnification. The City of Owensville reserves the right to deny any and all rental requests.

\*All parties listed above MUST sign.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

For City use only  
Received By/Date \_\_\_\_\_ Paid By: CASH CHECK CREDIT/DEBIT Approved By/Date \_\_\_\_\_  
Certificate of Insurance, naming City as additional insured and letter of endorsement required?: Yes No Received?: Yes No  
Added to Calendar By/Date \_\_\_\_\_ If applicable, Gasconade County Fair Approval By/Date \_\_\_\_\_