



# PARK SHELTER RENTAL APPLICATION



Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

By providing your email address, you will receive E-Merriam News and Updates, which is a free service that provides information about activities, news and services within the City of Merriam

Group or organization: \_\_\_\_\_

Contact person if different from above: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Shelter Location: **Brown Park** \_\_\_\_\_ **Chatlain Park** \_\_\_\_\_

Time Requested: **Half Day (8am-2pm)** \_\_\_\_\_ **Half Day (3pm-9pm)** \_\_\_\_\_ **Full Day (8am-9pm)** \_\_\_\_\_

Please answer the following questions. Permits will be issued or denied by the City of Merriam, based upon an appraisal of the information provided and the impact to the facility, area, adjacent property owners and the City.

What is the purpose of your rental function? (Please check all that apply)

- Wedding Reception
- Baby Shower
- Picnic
- Birthday Party
- Meeting, seminar, or tradeshow
- Art Show
- Reunion
- Graduation
- Other, explanation required: \_\_\_\_\_

**Group or Organization Category:**

Merriam Resident (group or individual) \_\_\_\_\_ Non-Resident (group or individual) \_\_\_\_\_ Commercial \_\_\_\_\_

How many persons are expected to attend the function? \_\_\_\_\_

Will you be charging an admission fee, registration fee or selling tickets?  Yes  No

Will you be selling a product or food?  Yes  No

Will your event be advertised to the public?  Yes  No

Will you be using amplified music or public address system?  Yes  No

If food is being prepared at Pavilion will cooking equipment be: charcoal grill (provided at pavilion) \_\_\_\_\_ propane or gas \_\_\_\_\_ self-contained concession trailer \_\_\_\_\_

**Special Event Permit:** \_\_\_\_\_ \$50.00 per day in addition to rental fee. "Special Event" means a temporary, short-term use of the Pavilion for individuals or organizations who which to sponsor community, corporate or private special events.

**A portable restroom is provided at pavilions during rental season.  
Parking varies at each park, illegal parking is prohibited.**

As a condition precedent to the issuance of a permit for the use of the pavilion at Chatlain Park or Brown Park ("Pavilion"), I the undersigned, agree to the following terms and conditions:

\_\_\_\_\_ I have received a copy of and have read and understand the rules and regulations governing the use of the Pavilion. I hereby agree to abide by all such rules and regulations governing the use of the Pavilion and to abide by all applicable cities, county, state and federal laws and regulations.

\_\_\_\_\_ I assume all responsibility to ensure that my members, agents, employees, guests, invitees and participants abide by all rules and regulations governing the use of the Pavilion and that they abide by all applicable city, county, state and federal laws and regulations.

\_\_\_\_\_ I hereby agree to indemnify and hold harmless the City of Merriam, Kansas (the "City"), its officials, officers, agents and employees from and against any and all losses, costs, damages, expenses, claims and liabilities (including attorney fees) of any nature or kind arising out of or in connection with the use and occupancy of the Pavilion, and not caused by City negligence.

\_\_\_\_\_ I understand that the City, its officials, officers, agents and employees shall not be responsible for accidents, injuries, illness or loss of or damage to group or individual property relating to the use of the Pavilion.

\_\_\_\_\_ The use of tape, nails, screws, or staples are not permitted on light poles, walls or the pavilion structure.

\_\_\_\_\_ I agree to be responsible for all damages caused by my members, agents, employees, guests, invitees and participants. Damages will be assessed as set forth in the General Facility Rules and Regulations.

\_\_\_\_\_ I understand the following items are not allowed during my rental: Inflatable equipment (moonwalks, air slides, etc.), pony rides, petting zoos, climbing walls, gas powered or electric generators, tents and portable stage.

**Cancellation Policy:**

- The permit holder must request cancellation of event in writing. If the request is received at least 31 days prior to rental date the rental fee, less a \$10 processing fee will be returned.
- The permit holder must request cancellation of event, in writing. If the request is received within 30 days prior to the rental date no refund on any rental fees paid.
- The facility may be closed by Park staff for inclement weather. If this occurs, the rental will be canceled and the renter issued a full refund.
- 24 hour prior to rental date renter may request to reschedule an event due to inclement weather. The new date will be determined on availability of space originally rented at no additional cost. No refunds will be given for cancellations due to weather.

The undersigned agrees to hold harmless and release the City of Merriam, Kansas, its public officials, its agents and employees from any and all claims arising from personal injury or property damage that in any manner related to the use by the undersigned of the Merriam Marketplace.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Merriam does not discriminate against anyone on the basis of race, color, national origin, age or disability in the operation of any activity, program or service. Merriam Parks and Recreation is committed to making accommodations as required by the Americans With Disabilities Act. Requests for reasonable accommodations must be made to Merriam Parks and Recreation one week prior to the start of a program. Please indicate what accommodations are needed.

<b>Internal use:</b>	
Resident Half Day	\$50; Resident Full Day \$85
Non Res Half Day	\$60 Non Res Full Day \$105
Commercial Half Day	\$95 Commercial Full Day \$150
Rental Fee:	\$ _____
Special Event Permit:	\$ _____
Total Rental Fee:	\$ _____

Rental Fee:	CK _____ CA _____
	VS/MC _____ MC _____ DSV _____
	Rcpt#: _____
Proof of Insurance required	_____ Yes _____ No
Staff Member	_____