

Reservations

Reservations may be made up to one year in advance and shall be on a first come first served basis. Request for a year in advance will be accepted on the first working day of the month.

Reservation Hours:

Half day 8:00am-2:00pm or 3:00pm-9:00pm; Full day 8:00am-9:00pm. No reservations will be accepted that conflict with Merriam Farmers' Market season hours or City of Merriam, Kansas sponsored events.

Reservation Fees:

All fees are due at the time of rental application.

Reservations must be made by persons at least 21 years of age. Permits may not be transferred. Communication and requests will be made only with the permit holder. The permit holder must be present during the rental activity and agrees to be responsible for compliance with all rules and regulations.

Cancellation/Refund 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 damage deposit and 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 the damage deposit will be returned in its entirety, no refund on any rental fees paid. No refunds will be given for cancellations due to weather.

Liability:

The permit holder shall be responsible for any damages to the Marketplace or City property. The permit holder and rental group shall comply with all applicable city, county, state and federal laws and any specific Marketplace use regulations.



Alcoholic and Cereal Malt Beverage Regulations

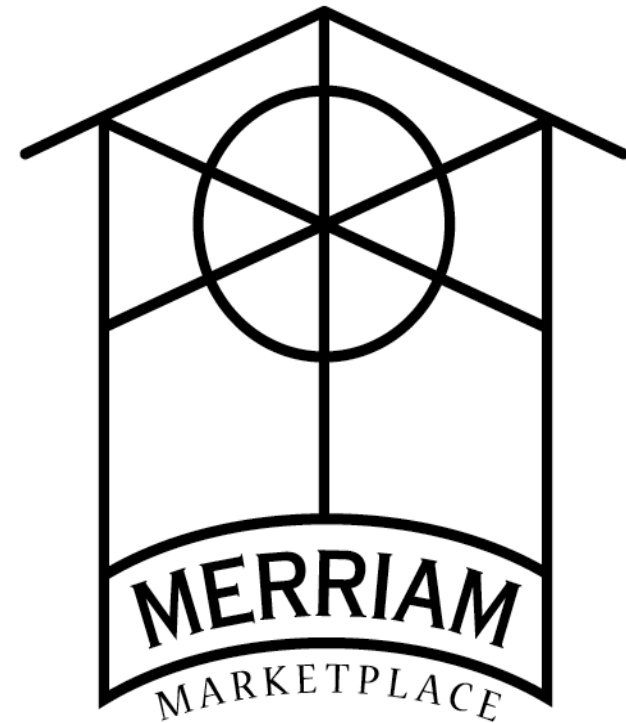
1. The serving and consumption of alcoholic beverages is permitted by the issuance of a Temporary Alcoholic Beverage License by the Director of Parks and Recreation or their designee. The following regulations will be enforced:

- a) The following alcoholic beverages are permitted to be served: Beer, wine, champagne. No other alcoholic beverages or Cereal Malt Beverages are permitted.
- b) The Temporary Alcoholic Beverage permit must be applied for, and all requested information completed and approved at least 14 days prior to the rental date for which the permit is issued. The permit fee is \$25.00 and is due upon approval of the application form.
- c) With the serving of alcohol a Security Guard(s) will be required from the time alcohol is served until rental party ends as specified on rental form. Security Guard(s) will be contracted through the City of Merriam Police Department by community center staff after the Liquor Permit has been filled out, signed and approved. The ratio shall be no less than one (1) per 100 guests. Above 100 is subject to review by city staff to determine if additional security is necessary. The Security Guard fee (\$40.00 per hour/per guard) must be paid in cash, at least 14-days in advance of the rental date.
- d) No glass bottles or containers are permitted to be used at the Marketplace.
- e) Rental function attendees or guests are not permitted to bring in their own coolers or containers. All alcoholic beverages must be provided by the permit holder and dispensed from a central location (bar) as specified by the attached floor plan.
- f) The serving and consumption of alcoholic beverages will be allowed only within a specific area as assigned by parks and recreation staff, as specified by the attached floor plan.
- g) No alcoholic beverage may be served or consumed by any guest in attendance who is under age twenty-one (21).
- h) City of Merriam parks and recreation staff or Merriam Police officers shall reserve the authority to suspend the serving of alcoholic beverages, or terminate the rental function due to the abuse of facility or staff, failure of rental guests to follow rental policies, or failure to provide and maintain appropriate security.

2. The City is authorized to issue a Temporary Cereal Malt Beverage License to any non-profit religious, charitable, fraternal, educational or veterans organization operating as a non-profit organization providing for the sale or serving of cereal malt beverages at Merriam Marketplace. Cereal Malt Beverage is defined by Kansas State Statute as any fermented but undistilled liquor brewed or made from a mixture of malt but does not include any such liquor which is more than 3.2% alcohol by weight. The License must be prominently displayed. No other alcoholic beverages other than Cereal Malt Beverages are permitted to be served or sold with the issuance of this license. No Temporary Cereal Malt Beverage Licenses may be issued for a Sunday event.

- All of the above stated regulations shall apply with the exception of item 1(b).

Updated January 2013



Merriam Marketplace
5740 Merriam Drive
Merriam, KS 66203
913-322-5550



Facility Rental Rates

Availability:

Half Day: 8:00am-2:00pm/3:00pm-9:00pm
Full Day: 8:00am-9:00pm

Rental Season: Third Friday in April - Fourth Monday in October with restrooms

Resident:

Half Day - \$ 75.00
Full Day - \$125.00

Non-Resident:

Half Day - \$110.00
Full Day - \$140.00

Commercial:

Half Day - \$150.00
Full Day - \$200.00

To qualify for Merriam resident rate, applicant must furnish proof of residency at the time of application.

Additional Fees:

Security Deposit:

Reservations must be accompanied by a \$150 refundable damage/security deposit. If facility is left clean, undamaged, and user does not exceed approved time or conduct activities which have not been previously approved, the deposit will be returned within 10 business days following the rental date. In the event that damage to the facility should exceed the deposit amount, additional charges will be assessed by the city.

Special Event Permit Fee:

\$50.00 per day in addition to rental fee - Applies to individuals or organizations who wish to sponsor community, corporate or private special events.

Special Event Requirements

Individuals or groups requesting use of the Marketplace for special events in a manner consistent with its normal use and beneficial to the general welfare of the public may make application within the following guidelines for consideration by the Director of Parks and Recreation.

“Special Event” means a temporary, short-term use of the Marketplace for events including, but not limited to the following types of activities:

1. Fund-raising or non-commercial events for nonprofit, religious, educational, or community service organizations.
2. Christmas Tree Sales and Outdoor Seasonal Display.
3. Commercial activities intended to sell, lease, rent or promote specific merchandise.
4. Public events intended primarily for entertainment or amusement such as concerts or festivals.

- 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.
- Event activities must be in compliance with applicable city, county, state and federal laws, as well as Marketplace facility regulations.
- The City of Merriam has the authority to cancel the Special Event Permit for any violations of permit requirements, city ordinances or applicable county, state or federal laws.
- The City of Merriam reserves the right to cancel any permit due to severe or potentially dangerous weather conditions.
- The sponsoring individual or agency shall obtain and continuously maintain comprehensive general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants in the special event throughout the term of the event and/or permit in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage, with an aggregate limit of not less than \$1,000,000

Said policy shall be issued by a company duly authorized to conduct business in the State of Kansas, and if mutual, shall be non-assessable. The form of the policy shall be acceptable to the City and the permit holder shall provide the City with a copy of the certificate of insurance naming the City of Merriam, Kansas, its officers, employees and agents as additional insured at least 14 days prior to the event. Failure to provide such insurance coverage shall be grounds for the immediate termination of the event and permit.

Rules and Regulations

1. The use of amplified sound is permitted in accordance with city ordinance. Written permission for such use must be requested from the Director at least 30 days in advance of the rental date.
2. The use of fireworks is prohibited.
3. No vehicles are permitted on the grass or sidewalks. The use of water balloons, egg toss games, and confetti is prohibited.
4. The building of fires shall be restricted to charcoal grills provided by the permit holder or his/her designee. Grills are prohibited underneath the shelter. Charcoal must be extinguished in a City-provided waste receptacle. If charcoal is to be used, permit holder is required to have on hand throughout rental period a fully functioning portable fire extinguisher.
5. Permit holders are responsible for clean up including, but not limited to: disposal of trash to the dumpster, removal of decorations, sweeping up of debris caused by rental activities.
6. The posting of signs is prohibited except in accordance with the provisions of a “temporary sign” permit issued by the City of Merriam Community Development Department.
7. Storage facilities are not provided for permit holder’s use.
8. Placement and arrangement of equipment or property owned or rented by permit holder is permitted by seeking approval as part of the rental agreement.
9. The City shall furnish utilities as incidental to ordinary usage. Tables and chairs are not furnished by the City. The permit holder shall seek approval and be responsible for all decorating and other special preparations necessary for rental. All decorations and equipment shall be put up and removed on the day of the rental activity in accordance with stated policy.
10. The use of tape, nails, screws, or staples are not permitted on light poles, walls or the pavilion structure.
11. The City is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require proof of Comprehensive General Liability insurance coverage.
12. Permit applicants should be aware that the Marketplace pavilion is located within a public park. Pavilion rental does not guarantee the restricted use of green space, parking lot, restroom, or any other amenity at the Marketplace.
13. The Director or her designee has final authority as representative of the City to interpret compliance with these facility rules and regulations.

