



SPRINGFIELD-GREENE COUNTY
Botanical Center
 2400 S Scenic, Springfield, MO 65807
 Phone: 417-891-1515, FAX 417-823-4818
 Garden and Pavilion Rental Request Form



Event Name/Org/Description: _____

Rental Date(s) and Time(s): Day: _____ Date: ____/____/____ Expected Attendance: _____

RENTER INFORMATION

Name: _____ Renter's Date of Birth : ____/____/____
 Last First Middle

Address: _____
 Street City State Zip

Phone: _____ Email: _____
 Home Work

GARDENS, PAVILIONS AND OUTDOOR RENTALS

These locations do not include tents, tables, chairs, generators. Any event that includes bounce houses, tents, athletic competition, collection of fees is considered a special event with minimum \$250 fee. Available for reservations April 1 – October 31. 2-hr discount rates for afternoons in Oct. for early sunset.

Area	Hourly	Morning 11:00a- 3:00p	Afternoon 4:00p-8:00p	All Day 11:00a-8:00p	Deposit Required	Fee
Roof Garden/ Great Lawn (150+)	--	\$500	\$500	\$1000	\$50	_____
Hosta Garden/ Drummond Deck(50-100)	--	\$500	\$500	\$1000	\$50	_____
Redbud Gazebo (5--50)	\$100/hr				\$50	_____
Daylily Gazebo (5-20)	\$100/hr				\$50	_____
Peace Thg People Pavln	\$100/hr				\$50	_____
Dwf Conifer Garden (50-100)	--	\$500	\$500	\$1000	\$50	_____
Gray-Campbell Farmstead	--	\$500	\$500	\$1000	\$50	_____
Japanese Garden Pavilion (60)	--	\$125	\$125	\$250		_____
Japanese Garden Moon Deck (150)	--	\$500	\$500	\$1000	\$50	_____
Nathanael Greene Pavilion (80)	--	\$40	\$40	\$80		_____
Nathanael Greene Pavilion 80+guests/special	--	--	--	\$250		_____
Booth Fee for ticketed events / vendor merch	--	--	--	\$50		_____
Tram service (20)	\$75/h____ - ____ a/p	N/A Sat- Sun	1:00-5:00p	--		_____

TOTAL: _____

SPECIAL EVENT EQUIPMENT, and STAGING

___ I understand that temporary structures such as, STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, MOVIE SCREENS, BOUNCE HOUSES and Group sizes greater than 80 or includes bringing staging it is considered a special event and subject to the minimum \$250 fee.

Item	How Many	Size/Capacity
_____	_____	_____
_____	_____	_____
_____	_____	_____

If sound amplifying equipment, radios, live music, will be used check here list vendor and describe _____

Owner of structure: _____ Phone: _____

A Certificate of Public Liability Insurance is required for organized athletic events, when amusement devices are part of an event or for other high-risk activities as deemed by the Park Board Administration. The Certificate of Public Liability will be in the amount of \$1 million with the City of Springfield as additional named insured and the policy will be primary and noncontributory. Tents larger than 10x10 require a building permit (417)864-1056 and additional authorization by the Fire Department (417)864-1527 may be required. Due to underground irrigation, most tents must be secured without stakes. Tents cannot damage plant material or flower beds.

A copy of the liability insurance is attached. Not Applicable. I am not bringing any equipment, furniture or structures.

SELLING, DISTRIBUTING OR GIVE AWAY FOOD AND MERCHANDISE

___ I understand that are subject to the \$50/vendor fee and/or 20% of sales as determined by parks. Failing to acknowledge this activity could terminate the event. Any public catered event requires caterer to have appropriate permit from the Health Dept (417)864-1424. Selling requires a City Business License (417)864-1617.

Ticketed or fundraising event? ___ yes ___ no If yes, describe _____

Selling or giving away food to the public? ___ yes **OR** Is this a private event by invitation only? ___ yes
List caterer _____ Phone _____

If merchandise is being sold, and/or fees charged to participate, list vendor (s) use additional paper if necessary _____
Vendor _____ Phone _____ Business License # _____

Woody/Perennial Plant Material Sold? ___ yes ___ no Inspection Permit # _____

GARDEN RENTALS

___ I understand that nothing may not be scattered or thrown in the garden. This includes silk or fake flower petals, rice, bird seed or other decoration that will not be clean at the end of the event

Hosta Garden Rentals,

Do you request waterfall service? ___ yes ___ no *The fountain will be activated no less than 15 minutes prior to event start time.* I request the waterfall on at _____ am/pm. Turn the waterfall off at _____ am/pm.

___ I understand that tents are not permitted in the hosta garden or immediately outside the fence. Tents may be used near the concrete pad "Drummond Deck" as part of the Hosta Garden Reservation.

Japanese Garden Rentals:

___ Wedding ceremonies may only be staged at the moon deck.

___ Tents are not permitted.

___ Use of the Japanese Pavilion cover is an additional charge.

___ A Guest list titled with the wedding party and date must be provided to the ticket booth. Guests not listed will have to pay the \$3/person admission to the Japanese Garden.

___ The wedding party is welcome to take photographs during the time of the rental throughout the garden. Do not climb on any plants, statuary or structures. Refer to the photography policy for more details.

Applicant must initial and agree to abide by the following conditions for use of the facility, gardens and or park.

____ **Rental Fee and Deposit:** A minimum deposit of \$50 for all garden rentals plus full payment will be due at the time of application. Any and all rental payments required by this RENTAL AGREEMENT shall be made payable to **THE SPRINGFIELD-GREENE COUNTY Botanical Center** and mailed or delivered to the staff at the Botanical Center, 2400 S. Scenic Springfield, MO 65807 (if mailing). Insufficient checks are charged a \$20.00 fee.

____ **Understanding of Application:** I understand that this is an application and does not guarantee that a permit will be issued. Once a permit has been issued, it should be brought to the park at the time of the event in the case of any dispute of the right of use. A permit does not grant exclusive use to the park and gardens.

____ **Cancellation Policy:** The renting organization agrees that, should the need arise, a cancellation notice of at least thirty (30) days prior to the time of the rental is required in order to be eligible for a refund of rental fees paid, less a \$10.00 refund processing fee. However, when cancellation is a result of a national emergency which would also prevent other groups from renting the premises for an identical term as that of this RENTAL AGREEMENT, the Springfield-Greene County Park Board will waive the cancellation policy and agree to return any rental fees to the rental organization, or re-schedule the rental at a time and date agreeable to both parties.

____ **Clean Up and Care of the Facility:** The renting organization agrees to be responsible for and reimburse to the Park Board costs associated with any repairs to, or replacement of, any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Springfield-Greene County Park Board.

____ **Park Use Policies:** The Park Board has the right to terminate this agreement upon receiving information that the renting organization is using the premises or is engaged in an activity on said premises which is in violation of Federal or State laws, City ordinances or rules of the Springfield-Greene County Park Board. The Springfield-Greene County Park Board has the right to cancel this agreement at any time if its staff determines any part of this agreement has been breached by the renting organization. 1. No vehicles allowed in the Park or Gardens. 2. No Alcohol is allowed in public parks. 3. You are responsible to put all litter in trash containers. 4. There is a separate charge for each garden and facility area. 5. Do not attach wires, notices, signs to any structure or plant. 6. Do not damage, alter, or remove plants or gardens. 7. Grilling is only permitted in designated areas. 8. Events cannot unreasonably interfere or detract from the general enjoyment of the park. A complete list of park policies is available at the Botanical Center. See Municipal Codes 82.

____ **Special Uses:** Any special requests must be submitted in writing and approved. This includes: ticketed events, fundraisers, bounce houses, tents, chairs, stands, posters or banners, vendor booths, generator use, water use, amplification, music, requests for moving furniture or benches, or any potentially unusual requests. Any additional requests submitted after the original requests are subject to a \$10 processing fee. Failure to obtain approval and violation to the permit may result in the termination of the activity.

____ **Indemnity:** The renting organization agrees to indemnify, defend, and hold harmless the Springfield-Greene County Park Board from claims and damages because of bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this RENTAL AGREEMENT whether such operations be by the renting organization or by anyone directly or indirectly employed by the renting organization. This paragraph shall not apply to any school agency, state university, or political subdivision of the state.

____ **Insurance and Permits:** Special Events that include Food or Merchandise sales by outside vendors are required to abide by all City Codes and submit proof of insurance and permits prior to event approval.

I have read and fully comprehend the facility and rental policies contained in the Botanical Center Rental Handbook. This includes: It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only.

Signature of Applicant: _____ Submitted on: ____/____/____ at ____:____ am/pm

Alt contact if the person paying/applying is not hosting the event: Name: _____
e-mail: _____ *phone:* _____