



Springfield-Greene County Park Board
 Valley Water Mill Park Equestrian Center
 4007 N. Farm Rd. 171, Springfield, MO 65803
 Phone: 417-833-3291, FAX: 417-833-8052

Indoor Rental Request Form

Check One:
<input type="checkbox"/> Birthday
<input type="checkbox"/> Wedding
<input type="checkbox"/> Reunion
<input type="checkbox"/> Meeting
<input type="checkbox"/> Other

Event Name: _____ Rental Date: _____

Standard Birthday Rental time: 2:00 – 4:00 PM

Other Event Preferred Time: Start: _____ End: _____ Total Room Hours: _____

Expected Attendance: _____ Is Customer Account Current? Yes No

RENTER/RESPONSIBLE PARTY INFORMATION:

Individual's Name: _____ Date of Birth: ____/____/____

Address: _____
 Street City State Zip

Phone: _____ Email: _____

Alt. contact if the person paying/ applying is not hosting the event:			
Name:		Phone:	
E-mail:		Secondary Phone:	

Rental/Activities	Hourly Rate	Start Time	End Time	Total Hours	Total Fee
Meeting Room	\$45 (2 hr. min.)				
Lead line Horse*	\$50 per horse	2 nd hour of event			
Miniature Horses*	\$35	2 nd hour of event			

Notes: _____ TOTAL \$ _____

*Equestrian activities require a VWMPEC Liability released signed by all participants (parent or legal guardian) prior to being allowed into equestrian activity areas. One lead line horse can handle up to 12 riders per hour. Additional horses cannot be added after 14 days prior to event.

Rental Applicant ("Renter") must initial & hereby agrees to abide by the following terms & conditions:

_____ **RENTAL FEE AND DEPOSIT:** 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 Valley Water Mill Park – EC and mailed or delivered to the staff at the Valley Water Mill Park Equestrian Center Visitor Center. Call office to use credit cards. Signed agreement must be on file and payment processed before date will be booked and reserved. Do NOT send payment info via email. Insufficient checks are charged a \$20.00 fee.

_____ **CANCELLATION POLICY:** Renter 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 ("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:** Renter 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 or Invitee of Renter, except for normal wear and tear as deemed appropriate by the Park Board.

_____ **FACILITY USE POLICIES:** Indoor parties cannot use candles for decoration, but sterno lamps are permitted to keep food warm and birthday candles that will be blown out are permitted. DO NOT affix any decoration to walls, floors, ceilings, or sprinklers. Decorations in the main meeting room may be hung from the wood molding at the ceiling/wall juncture.

_____ **PARK USE POLICIES:** Park Board has the right to terminate this agreement upon receiving information that Renter 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 Park Board. 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 Renter including, but not limited to: (1) No Alcohol is allowed in this public park; (2) No smoking allowed in public parks except within designated smoking areas; (3) Renter is responsible to put all liter in trash containers; (4) Renter shall not attach wires, notices, or signs to any structure or plant; (5) Grilling is only allowed in designated areas after receiving written permission from the Park Board; (6) Renter's events or usage cannot unreasonably interfere or detract from the general enjoyment of the park. A complete list of park policies is available at the Visitor Center.

_____ **SPECIAL USES:** Any Special Requests must be submitted in writing and approved in writing, including: ticketed events; fundraisers; tents; chairs; stands; posters or banners; vendor booths; generator use; water use; amplification; music; requests for moving furniture or benches; or any potentially unusual request. Any additional requests submitted after the original requests are subject to a \$10 processing fee. Failure to obtain approval and any violation of the permissible usage may result in the termination of the activity.

_____ **INDEMNITY:** The renting organization agrees to indemnify, defend, and hold harmless the City of Springfield, MO, by and through the Springfield-Greene County Park Board from any and all 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 Renter or by anyone directly or indirectly employed by Renter, or Renter's agent or invitee. This paragraph shall not apply to any school agency, state university, or political subdivision of the state. Participants of equine activities MUST have a Valley Water Mill Park Equestrian Center Liability Waiver on file prior to being allowed in Equine Participation areas.

_____ **INSURANCE AND PERMITS:** Special Events that include Food or Merchandise Sales by outside vendors are required to abide by all City Codes, including appropriate licensing and permits, and must submit proof of insurance and licenses and permits prior to event approval.

_____ **NON-DISCRIMINATION:** Renter agrees in the performance of this contract not to discriminate on the grounds or because of race, creed, color, age, sex, national origin or ancestry, political affiliation or beliefs, religion, disability or handicap, veteran status, or any other class protected by law.

_____ **JURISDICTION AND VENUE:** This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

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