

Outdoor Rental Request Form

EVENT NAME/ORG/DESCRIPTION

RENTAL TIME

RENTAL DATE

EXPECTED ATTENDANCE

RENTER INFORMATION

NAME (LAST, FIRST, MIDDLE)

RENTERS DATE OF BIRTH

STREET ADDRESS

CITY

STATE

ZIP

HOME PHONE

WORK PHONE

EMAIL ADDRESS

Outdoor Rental Spaces

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-Oct. 31. 2-hr. discount rates for afternoons in Oct. for early sunset.

AREA	CAP.	HOURLY RATE	MORNING 11 a.m.-3 p.m.	AFTERNOON 4-8 p.m.	ALL DAY 11 a.m.-8 p.m	DEPOSIT REQUIRED	TOTAL FEE
Roof Garden/ Great Lawn	150+	-	\$500	\$500	\$1,000	\$50	
Hosta Garden	50-100	-	\$500	\$500	\$1,000	\$50	
Redbud Gazebo	5-50	\$100/hr.	-	-	-	\$50	
Daylily Gazebo	5-50	\$100/hr.	-	-	-	\$50	
Peace Through People Pavilion	-	\$100/hr.	-	-	-	\$50	
Gray/Campbell Farmstead	50	\$100/hr.	-	-	-	\$50	
Japanese Stroll Garden Pavilion*	60	-	\$125	\$125	\$250	-	
Japanese Stroll Garden Moon Deck*	150	-	\$500	-	\$1,000	\$50	
Special Spaces	-	\$100/hr.	-	-	-	\$50	
Nathanael-Greene Pavilion	80	-	\$50	\$50	\$100	-	
Nathanael-Greene Pavilion [large group]	80+	-	-	-	\$250	-	
Booth Fee for Ticket Events/Vendor Merch	-	-	-	-	\$50	-	

*Japanese Stroll Garden Pavilion hours are 10 a.m.-2 p.m. for morning rentals and 3-7 p.m. for afternoon rentals.

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 No

Is this a private event by invitation only? Yes No

CATERER

CATERER PHONE

If merchandise is being sold, and/or fees charged to participate, list vendor(s): (Use additional paper if necessary.)

VENDOR

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.

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 \$25 for all facilities 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.
- _____ **Facility Use Policies:** Parties are expected to restore the room to its original state. 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, sprinklers. Make sure balloons are properly weighted as the decoration might not be recovered if it reaches the high ceilings.
- _____ **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 without a permit. Permits can be applied for from: **ParkBoard.org/AlcoholPermitApplication**. 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.
- _____ **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.

APPLICANT SIGNATURE

DATE

TIME

Alternate contact if the person paying/applying is not hosting the event:

NAME

E-MAIL

PHONE

OFFICE USE	PARKS RECOMMENDATION	<input type="radio"/> APPROVE	<input type="radio"/> DENY	BY	DATE
	PARK BOARD FINAL ACTION	<input type="radio"/> APPROVE	<input type="radio"/> DENY	BY	DATE
	RENTAL NOTIFIED OF APPROVAL/DENIAL BY				DATE