



**PARKS
APPLICATION FOR
PUBLIC EVENT PERMIT**

This application, along with full rental payment, must be submitted to the Springfield-Greene County Park Board a minimum of 90 days prior to the desired event date. Facilities are available for use between the hours of 7 a.m. and 11 p.m. (with special staffing requirements before 7:00 a.m. and after 3:30 p.m.). Application should be mailed, hand delivered or e-mailed to:

Trey Metzeltin
Jordan Valley Ice Park
635 E. Trafficway
Springfield MO 65806
tmetzelt@springfieldmo.gov

If you have questions or need assistance in completing this form, call (417) 866-7444.

Event Date(s) _____ Event Time _____
Sponsoring Organization _____
Contact Person _____ E-mail _____
Address _____ City/State/Zip _____
Day Phone _____ Evening _____ Fax _____

Facilities Requested (please check and indicate areas on page 6's maps):

- A) ___ Davis House Property Full Event (outside and inside)
___ Other: _____

- B) ___ Davis House (Inside Only) Full Day
___ Davis House (Inside Only) ½ day

Purpose of Event (please be very specific):

Description of Activities:

Estimated Crowd Size:

Target Audience:

Sponsoring organization is responsible for parking control. How do you plan to address this?

Sponsoring organization is responsible for all supervision and security. How do you plan to address this?
Police presence is required at a ratio of one (1) officer per 500 in attendance.

Charging Admission? If so, how much?

No vehicles will be allowed in the grass within the park, other than for parking in specific areas. However, requests to use vehicles for delivery of equipment and supplies will be evaluated on an individual basis.

Check and describe the following items that pertain to this scheduled event:

- _____ Sale/use of food items _____
- _____ Sale of other items or services _____
- _____ Fundraising _____
- _____ Musical instruments _____
- _____ Amplification devices _____
- _____ Temporary structures (tents, stand, chairs, tables, etc.) _____
- _____ Utilities (electricity, water) _____
- _____ Street and/or sidewalk closures _____
- _____ Designated site use on park map

Please note: (1) Sponsoring organization is responsible for obtaining all additional permits, licenses, insurance, and/or assurances required upon the issuance of this use permit.

(2) Events inside the Archery Range are not part of this permit process. Organizations and individuals requesting use of the Range may use the range rental form.

Applicant must initial and agree to abide by the following conditions for use of either Park:

_____ **RENTAL FEE AND DEPOSIT:** A minimum rental fee of \$250 for Davis House (inside only) ½ day, \$500 for Davis House (inside only) full day and \$1,200 for Davis House Full rental (inside and outside) will be charged. Full payment is due with application. If event is cancelled for any reason, half of rental fee will be refunded if cancellation is made 30 days or more out from the event. Within 30 days from the event, no refund will be given. In addition, a minimum \$250 refundable deposit will be required for ½ day inside rental, a \$500 refundable deposit will be required for a full day inside rental and \$1,200 refundable deposit will be required for full rental events. This deposit amount is completely refundable if, upon inspection by Parks staff, it is determined that all clean up is complete, there is no damage (or theft) to the facility, decorations, turf or other park infrastructure, security was provided, and all necessary permits and licenses were acquired. If additional clean up, repairs, or other services are required by Parks staff, the charges will be deducted from deposit before refund is made.

_____ **BEFORE/AFTER HOURS STAFFING:** If rental requires the house to be open before 7:00 a.m. or after 3:30 p.m., a staffing fee of \$125 may be required and would be added onto the rental rate for the event.

_____ **CLEAN UP:** Sponsoring organization agrees to promptly remove all paper and other debris resulting from its use of the area and understands that if such clean up is not completed immediately following the event, the Springfield-Greene County Park Board reserves the right to remove debris and to withhold a fee of \$40 PER HOUR from applicant's deposit to cover cost of such services. Trash containers are provided. If additional trash containers are needed, the applicant is required to provide them. Additional debris must be removed by the sponsoring organization.

_____ **INSURANCE:** Sponsoring organization agrees to provide a policy of liability insurance in the amount of \$100,000 per person, \$1,000,000 aggregate, naming **Greene County, Missouri and Springfield-Greene County Park Board** as additional insured, with appropriate endorsements as required by the City's or County's Risk Management Administrator. Proof of insurance is required 30 days prior to event.

_____ **INDEMNITY:** Sponsoring organization agrees to defend, indemnify and hold harmless Greene County, Missouri and the Springfield-Greene County Park Board from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by sponsoring organization, or arising out of, or in any way connected with the activities conducted pursuant to this application.

_____ **CITY/COUNTY CODES/PERMITS:** Sponsoring organization agrees to abide by all conditions as specified. Sponsoring organization agrees to obtain all County permits and licenses that may be required, and shall comply with all other County laws and ordinances and other conditions that the Presiding Greene County Commissioner and/or Director of the Springfield-Greene County Park Board determine necessary. Proof of all required permits must be presented to Park Office 30 days prior to event.

_____ **FOOD/MERCHANDISE SALES:** Food sales will be offered through Park Concessions. Should other concessions/merchandise be requested, sponsoring organization agrees to pay the Springfield-Greene County Park Board a 20% commission on gross revenues of all items sold by commercial and/or for-profit vendors associated with this event. Sponsoring organization will provide detailed accounting of all anticipated revenues generated by this event at time of application and a detailed report of actual gross revenues the day following the event. This fee may be waived for designated 501 organizations. (See guidelines and checklist for additional information.)

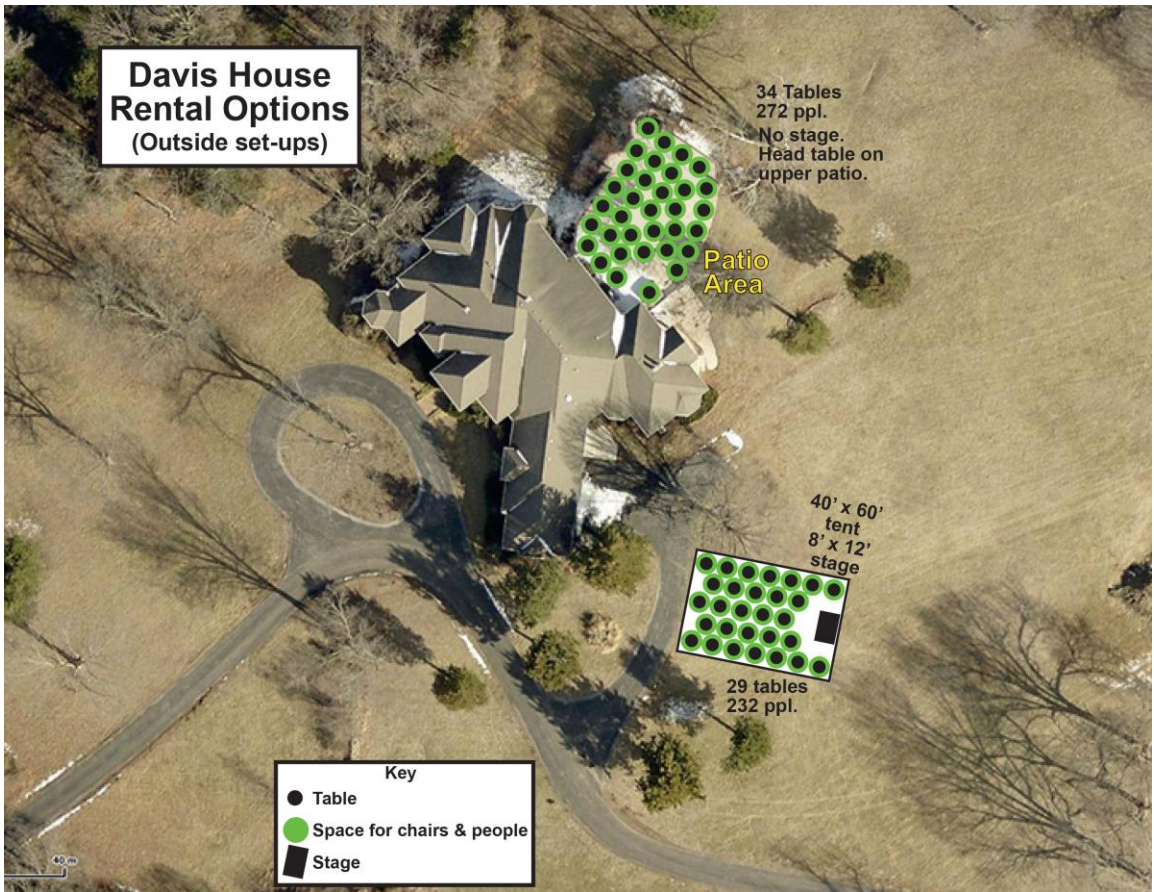
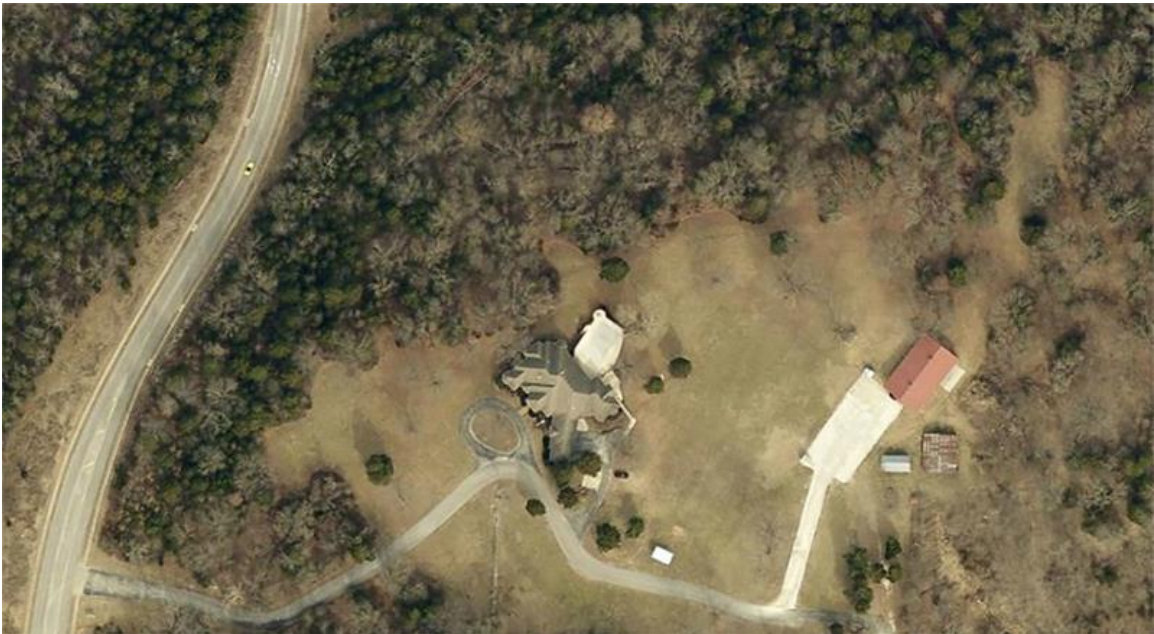
_____ **ELECTRICAL/WATER HOOK UP FEE:** Sponsoring organization agrees to pay a \$25 charge for each electrical/water hook up.

_____ **PARK USE POLICIES:** 1) **No vehicles will be allowed IN THE PARK;** unloading and loading must be done from paved areas only and then moved immediately. 2) Entrance to the Park must be left unobstructed at all times. 3) Please observe park rules. 4) No alcohol is allowed in public parks. 5) You have the rental space for rental time only. Park closes at 11 p.m. 6) You are responsible to put all litter in trash containers. If the containers provided by Parks staff are not sufficient, then you are responsible for removing the litter from the Park site. 7) There is a separate charge for

**Center City Parks – OUTDOOR EVENT PERMIT
GUIDELINES AND CHECKLIST**

1. SALE/USE OF FOOD ITEMS
 - Application for County Business License (contact Greene County, MO)
 - Health Department pamphlet on food service guidelines, which includes a request for appropriate permit (contact Health Department, 864-1424)
 - Certificate of Liability Insurance showing products coverage (contact JVP Office)
2. SALE OF OTHER ITEMS OR SERVICES
 - Application for County Business License (contact Greene County, MO)
3. FUNDRAISING
 - Application for Fundraising Permit (contact JVP Office)
4. MUSICAL INSTRUMENTS AND/OR AMPLIFIED DEVICES
 - Contact JVP Office
5. TEMPORARY STRUCTURES
 - Building Permit may be required (contact Greene County, MO)
 - Tents may require additional authorization (contact Greene County, MO)
 - No stakes may be driven into the ground without prior approval (this is extremely important due to the numerous underground lines throughout the park)
6. UTILITIES
 - \$25 charge per electrical/water hook-up.
 - Make arrangements in advance to have access the day of the event.
7. MAPS OF DAVIS HOUSE TO BE USED
 - Event sponsor must indicate on map exact area(s) to be used, assure that walks and pathways throughout park remain accessible, and indicate desired location of temporary structures and other items that require staking (subject to approval).
8. LIABILITY INSURANCE
 - Refer to Sec. 82-65 & 82-70 of Springfield City Code (contact Law Department, 864-1645)
 - Provide all insurance certificates as outlined in Application a minimum of 30 days prior to event.
9. NO DRIVING OF ANY VEHICLES IN THE PARK WITHOUT PRIOR WRITTEN APPROVAL
10. USE OF PARK LOGOS MUST BE APPROVED BY PARKS DEPARTMENT IN ADVANCE
11. ALL APPLICANTS REQUIRED TO MEET WITH PARKS REPRESENTATIVE PRIOR TO ACTIVITY
12. 20% COMMISSION WILL BE CHARGED ON SALE OF ALL ITEMS FROM COMMERCIAL AND/OR FOR-PROFIT ORGANIZATIONS.
 - Event sponsor must submit estimate of anticipated sales with application form. (See page 3)
 - This fee may be waived for designated 501 organizations. However, the Springfield-Greene County Park Board reserves the right to negotiate a fee for all sales within Parks. These funds will be earmarked for future marketing and/or staff positions within the two parks.

Davis House Property



Parks Alcohol Permit Application

Do not use this application until you have spoken to the facility manager and confirmed your rental date is available.

Alcohol may be served by private caterers at Dickerson Park Zoo, Lake Springfield Boathouse, Springfield Botanical Gardens and Davis House and Property.

Event Organizer Primary Contact

First Name

Last Name

Business or Nonprofit Name

Website (if applicable)

Address

Address Line 2

City

State

Zip

Phone

Email

Number of Guests *Type of Event:* Wedding/Reception Corporate/Business Other

Date of Event

Start Time

End Time

Rented Facility:

Davis House

Event Organizer Primary Contact

Catering Business Name

Catering Primary Contact First Name

Catering Primary Contact Last Name

Catering Address

City

State

Zip

Catering Contact Phone Number

Catering Email

Springfield Business License #

State of Missouri Liquor License #

The Springfield-Greene County Park Board requires General Liability Insurance in the collective amount of \$1 Million for all events and Liquor Liability Insurance in the collective amount of \$1 Million for events when alcohol is served. Individuals that do not have such insurance may apply for Event Insurance through the City of Springfield TULIP program. To apply, please follow this link:
<https://www.springfieldmo.gov/3448/Insuring-Your-Event>

Acknowledgements

- I understand that this application requires a \$250 fee.
- I understand I must provide general liability insurance, liquor liability insurance, each in the amount of \$1 million for my event.
- I understand I may need to provide and pay for security officers to be in attendance at any event requesting alcohol. If Parks Catering is serving, security will be required for any groups larger than 50 people, at a rate of one security officer per 50 people in attendance. If an outside vendor serves, one security officer will be required per 50 people in attendance. Security officers will be booked by and through the Park Board. An outside vendor's liquor license will need to be on file prior to the date of the event.
- I understand if I cancel my event 30 or more days before the event date, the Park Board will provide a 50% refund of all fees paid.
- I understand if I cancel my event within 30 days of the event date, no refunds will be made.
- I understand that alcohol may only be served by my caterer and that no members of my party may serve or consume their own alcohol.
- I understand this application is a request not a confirmed booking. A facility manager will contact me when my application is approved or denied.