



Rental Agreement

305 E. Talmage St., Springfield, MO • (417) 837-5808 • FAX (417)837-5905 • ParkBoard.org/Northview • NVC@springfieldmo.gov

RENTER INFORMATION

RENTER _____ REPRESENTATIVE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____ EVENING PHONE _____ MOBILE _____

EMAIL ADDRESS _____ DATE OF BIRTH _____

EVENT INFORMATION

ROOM(S) RENTED _____ PURPOSE OF RENTAL _____

RENTAL DAY _____ RENTAL START TIME _____ RENTAL END TIME _____ EVENT TIME _____

DESCRIBE ACTIVITY _____

DO YOU PLAN TO APPLY FOR AN ALCOHOL PERMIT FOR THIS EVENT? YES NO

Alcohol may be served only with a separate permit. For more information, visit ParkBoard.org/Alcohol.

SIZE OF GROUP _____

INCLUDE CHILDREN? YES NO

	CAPACITY	RATE	CLEANING DEPOSIT	INCIDENTALS
Grand Ballroom	<i>Approx. 9,000 sq. ft.</i>	\$225/3 hrs.	\$75	\$75/addl. hr.
North 1/2 Ballroom	<i>Approx. 4,200 sq. ft.</i>	\$130/2 hrs.	\$65	Includes Kitchen, Stage; \$65/addl. hr.
South 1/2 Ballroom	<i>Approx. 4,200 sq. ft.</i>	\$130/2 hrs.	\$65	\$65/hr.
Pool room	<i>For ages 12 and up</i>	\$30/hr.	\$30	By special arrangement only, after 4:30 p.m.
Hospitality Room	<i>Conference table seats 12</i>	\$30/hr.	\$30	

- The Northview Center is typically reserved for Park Board programs and activities Monday-Friday from 8:30 a.m.-4:30 p.m.
- Deposit may be waived for meeting rooms only at the discretion of the Center Coordinator.
- Rental fee and cleaning deposit due in full at time of booking rental.

Please Note: City Ordinance prohibits smoking anywhere inside the facility. The only assigned smoking areas are on the patios on the north and east sides of the building (NOT in the front entryway). Those wishing to smoke MUST use the appropriate assigned smoking areas only! Be sure to inform the members of your organization.

ADD-ONS

The following items (initialed by renter) have been included in the rental agreement for Northview Center. These fees are non-refundable in the event of non-use.

Coffee Pot **\$5**

- 55 cup coffee pot
- Coffee, filters, cups, stir sticks, creamer, sugar/sweetener, etc. are to be furnished by the renter.
- Coffee Pot must be cleaned and stored as a part of clean-up.
- The renter will accept responsibility for repair or replacement costs of any damage incurred during rental use.

Podium/Lectern **\$25**

- NVC Staff will set up lectern, demonstrating to renter proper control use.
- Food and Drink are not allowed on the Lectern.
- Lectern must be stored as a part of clean-up.
- The renter will accept responsibility for repair or replacement costs of any damage incurred during rental use.

Electronic Keyboard/ Piano **\$15**

- Keyboard may only be moved under the supervision of NVC Staff.
- The renter will accept responsibility for repair or replacement costs of any damage incurred during rental use.

Projection Screen (*ceiling mount or portable*) **\$15**

- **NOTE: This does not include projector, tv, dvd, computer, power point or other AV equipment.**
- NVC Staff will control raising and lowering of projection screen.
- If children are present during rental, screen will be lowered to a level above their reach.
- The renter will accept responsibility for repair or replacement costs of any damage incurred during rental use.

Sound System **\$25**

- This includes mixing board, CD player and microphones. NVC Staff will set up the sound system, demonstrating proper use to renter.
- Food and Drink are not allowed on or near the sound system.
- Sound system must be turned OFF and stored as a part of clean-up.
- Cords and microphones must be returned to front desk staff.
- The renter will accept responsibility for repair or replacement costs of any damage incurred during rental use.

RENTAL RULES

- 1 Set up, take down and clean up **MUST** be completed within your rental time.
- 2 Children must be supervised at all times. No children are allowed in the kitchen area. Do not allow the children to play unsupervised.
- 3 Use of Helium balloons must be securely tied to weights. Should balloon retrieval be required, an additional clean-up fee will be incurred.
- 4 Only battery-operated candles are permitted; no open flame.
- 5 Smoking and/or concealed weapons are **NOT** allowed anywhere in the building. City ordinance prohibits alcohol anywhere in Doling Park. Smokers must go to the designated outdoor patios and may not be within 50 feet of the main entrance.
- 6 Paper products, cookware, or plastic ware are not included in your rental. The contents in kitchen cabinets may not be used. The coffee pots are available for use only if included in rental agreement.
- 7 The selling of concessions or other items is prohibited inside the building or outside on any Parks property unless specific contract arrangements have been made.
- 8 Please be finished with your activity by the assigned time. If your activity goes past the designated time, the full additional hour rental charge will be levied for each hour or fraction thereof.
- 9 Do not park in circle drive. This area is for loading/unloading only.

CLEAN-UP

- 1 Clean-up of the facility is the responsibility of the rental party. If NVC staff is required to clean up after your rental, the cleaning deposit will be retained.
- 2 You must sweep and dust mop all floors of the rental area and spot wet mop as needed. This includes all bathrooms that are used by your organization. Empty all trash containers into the outside dumpster.
- 3 Clean and return all tables, chairs and equipment to their proper place. If your rental includes the kitchen area, it must also be cleaned.
- 4 Rental Checklist must be complete, signed and returned to staff prior to departure of rental group.

- 1 The renting organization agrees that, should the need arise, a cancellation notice of at least fourteen (14) 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 refund processing fee. However, when cancellation is a result of extreme inclement weather or 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.
- 2 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.
- 3 The Park Board shall have 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 and regulations of the Springfield-Greene County Park Board.
- 4 The renting organization MUST NOT discriminate on the basis of race, creed, color, national origin, religion, or sex. The Park Board reserves the right to terminate this RENTAL AGREEMENT upon information the renting organization is engaging in or intends to engage in illegal discrimination.
- 5 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.
- 6 The Park Board does not assume by the rental of said premises responsibilities for the supervision of the activities to be held by the renting organization on the premises. Further, the renting organization agrees that it has inspected the premises and finds that said premises are suitable for the purpose for which the renting organization proposes.
- 7 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. The renting organization may be given an opportunity to correct the breach of this agreement and be allowed use of the area(s) listed in this rental agreement.
- 8 The renting organization representative listed below agrees to the rules and rental requirements listed on the attached RENTAL FEES AND GUIDELINES information. Insufficient checks are charged a \$20 fee.
- 9 No smoking in the facility or within 50 ft. of the building.
- 10 City Ordinance prohibits the sale of tickets, concessions, services, materials or merchandise in parks or park facilities.

This is a contract, please read carefully: I, (Participant), in consideration of the Springfield-Greene County Park Board ("Park Board") hereby assume all risks of personal injury or property damage, which may occur as the result of any participation in activities at any park facilities, including but not limited to the following activities: exercise programs, aerobics, weight lifting, running, basketball, volleyball or Martial Arts. Participants further release Park Board for all risks of condition of premises, facilities, and equipment used for such activities. Participants further release City of Springfield, Park Board and their employees and agents from all claims, even if caused by the past or future negligence of City, Park Board or their employees or agents, excepting only intentional acts or gross negligence. Participants grant full permission to Park Board to use participants' names, photographs, videotapes or recordings for any publicity promotion and/or security purposes without obligation or liability to participant or participant's family members. Participants further agree to cooperate and comply with the rules and regulations set by the Park Board. By signing below, participant acknowledges that they have read and understand this contract and further agree to comply with all obligations and conditions set out herein.

I have read, comprehend, and agree to the facility rental terms as stated in this agreement.

SIGNATURE _____

DATE _____

OFFICE USE ONLY	RENTAL FEE: \$		DEPOSIT: \$		TOTAL PAYMENT AMOUNT: \$		
	RECEIVED ON:		RECEIVED BY:		RECEIPT #:		
	<input type="radio"/> CASH	<input type="radio"/> CHECK [CHECK #:]	<input type="radio"/> CREDIT	<input type="radio"/> VISA	<input type="radio"/> MC	<input type="radio"/> DISCOVER	<input type="radio"/> AMEX
	CC#:		EXP:		VERIFICATION CODE:		