

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	-	
						TOTAL	

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

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.

