

Indoor Rental Request Form

EVENT NAME/ORG/DESCRIPTION

RENTAL TIME

RENTAL DATE

EXPECTED ATTENDANCE

RENTER INFORMATION

NAME (LAST, FIRST, MIDDLE)

RENTER'S DATE OF BIRTH

STREET ADDRESS

CITY

STATE

ZIP

HOME PHONE

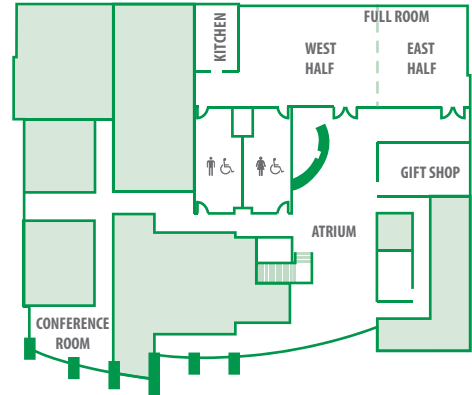
WORK PHONE

EMAIL ADDRESS

Botanical Center Facility

The Botanical Center is a "green" facility owned and operated by the Springfield-Greene County Park Board. Please check all that apply.

- Full Room**
14 round tables or 70-84 chairs
- West Half Room**
9 round tables or 45-54 chairs;
access to kitchen
- East Half Room**
5 round tables or 25-30 chairs;
access to A/V
- Microphones**
- Kitchen/Stove**
- Conference Room**
10 chairs around conference table
- East Half Room**
5 round tables or 25-30 chairs;
access to A/V
- Projector Screen**
- Lectern**



FACILITY	RATE	CAP.	START TIME	END TIME	TOTAL HOURS	TOTAL FEE
West Half Room (w/ kitchen)	\$30/hr	45				
East Half Room (w/ AV)	\$25/hr	25				
Full Room	\$55/hr	80				
Conference Room	\$25/hr	10				
After hours Atrium	\$125/hr					
After hours Bathroom	\$20/hr					
Booth Fee (for ticketed events)	\$25/ea					
Deposit	\$25					\$25.00
TOTAL						

CATERING YES NO

CATERING VENDOR

PHONE

BUS. LICENSE NO.

CATERING LICENSE NO.

ALCOHOL YES NO

Complete form found at:
ParkBoard.org/AlcoholPermitApplication
Check with Botanical Staff 30 days prior to event to verify approval. Failure to obtain proper permitting will result in additional court costs and fees as determined by Greene County Courts.

SELLING MERCHANDISE YES NO

If yes, vendors are subject to the \$25 booth fee or a 20% of sales.

VENDOR

PHONE

BUS. LICENSE NO.

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.

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