



# Union Parks & Recreation Department

500 E. Locust St. ♦ Union, MO 63084

636.583.8471 ♦ [www.unionmissouri.org/uprd](http://www.unionmissouri.org/uprd)

## Pavilion Rental Information

<u>Pavilion</u>	<u>Address</u>	<u>Tables</u>	<u>Capacity</u>	<u>Electricity</u>	<u>General Fee</u>	<u>Wedding/Company Fee</u>
#1	511 N. Christina Ave.	4	32	Yes	\$40	
#2	541 N. Christina Ave.	4	32	Yes	\$40	
Carpenters (#3)	308 W. Park Ave.	8	64	Yes	\$50	
Large (#4)	575 N. Christina Ave.	32	256	Yes	\$125	\$200
O. Lampkin Gazebo (G1)	350 W. Park Ave.	0	n/a	Yes	\$25	
Rotary (#5)	100 Memorial Pkwy.	8	64	Yes	\$50	
#6	380 W. Park Ave.	2	16	No	\$20	
#7	200 Memorial Pkwy.	3	24	No	\$20	
Jaycee (#8)	611 Jaycee Dr.	21	168	Yes	\$75	\$100
Garden Club (#9)	400 Clark Ave.	2	32	Yes	\$40	
Lake Gazebo (G2)	510 Clark Ave.	0	n/a	Yes	\$40	
Fireman's (#10)	530 Clark Ave.	2	32	Yes	\$40	
Lake Pavilion (#11)	1113 Veterans Memorial Dr.	15	120	Yes	\$75	\$100

*Optional Add-ons:* Open Space with rental of Large Pavilion or O. Lampkin Gazebo (\$100), Kitchen with rental of Large Pavilion (\$50), BBQ Grill (\$15)

### Rental Policies

- Reservations can be made up to one year in advance to the date of the desired rental.
- Renter is responsible for all damages to the pavilion, picnic tables, etc.
- If the rental is open to the public and alcohol is served, the renter will be required to provide liquor liability and proof of general liability insurance with a combined single limit of not less than \$1 million occurrence with \$2 million aggregate. City must be provided a certificate of insurance naming the city as additional insured and a letter of endorsement.
- Half of rental rate is required within one week of reserving the Large Pavilion or date will be forfeited. Full payment for the Large Pavilion is required 30 days prior to rental date or deposit and date will be forfeited.
- Full rental rate is required within one week of reserving for all other pavilions or date will be forfeited.
- Reservation cancellations with a minimum of 30 days advanced notice will be issued a refund. Reservation cancellations that are under 30 days from rental date are not refundable and a credit will not be issued.
- Reservations made within 30 days of rental date must be paid in full at time of reservation.
- Kitchen Use: key MUST be picked up the Friday before the weekend rental or the day before any weekday rental. Return the key the Monday after a weekend rental or the following day after a weekday rental.
- Weddings, wedding receptions and companies can rent open space in the park. Open space must be accompanied by a pavilion rental. **City may require certain parties to rent the open space and surrounding pavilions if size of gathering exceeds capacity of pavilion.**

### Rules & Regulations

- Rentals MUST end by dusk at Lake Pavilion; MUST end by midnight for all other pavilions.
- Renter is responsible for cleaning and placing trash in the proper trash receptacle.
- No staples in tables and beams; use only tape for decorating and remove during clean-up. All decorations must be completely removed.
- No more than two (2) appliances are to be plugged into any outlet; breakers will overload and will not be reset.
- Do not remove or add tables to the pavilion.
- Turn off all lights before leaving.
- Glass containers are not allowed in any City park.
- No person shall solicit any business/service, or advertise/vend for sale or hire any goods/service, unless it is in direct benefit to the City. The Parks and Recreation Department must approve all sales, etc.

### In addition to the rules above, the following rules apply to all Large Pavilion rentals:

- **Containers filled with liquid of any kind are not allowed on the wood floor.**
- Music **MUST** be set up at the **north** end of the pavilion facing the tennis courts.
- Leave kitchen clean; do not leave food in the refrigerator or freezer.
- Windows and serving area in kitchen must be locked before leaving.
- **Trash barrels are not allowed on the wood floor.**
- BBQ pits/grills are not allowed under the pavilion.
- Vehicles are not allowed on the ramp for any reason, even to just unload.

Last update: 2/2019



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## Pavilion Rental Form

Rental Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact: \_\_\_\_\_ Organization/Group: \_\_\_\_\_

Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Rental: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Family Reunion     Birthday Party     Wedding     Company     Other: \_\_\_\_\_

Will goods or services be for sale or hired?     Yes     No

Will event be open to the public with alcohol?     Yes     No

Pavilion #1: \_\_\_\_\_

Pavilion #2: \_\_\_\_\_

Carpenters Pavilion (#3): \_\_\_\_\_

Large Pavilion (#4): \_\_\_\_\_

O. Lampkin Gazebo (G1): \_\_\_\_\_

Rotary Pavilion (#5): \_\_\_\_\_

Pavilion #6: \_\_\_\_\_

Pavilion #7: \_\_\_\_\_

Jaycee Pavilion (#8): \_\_\_\_\_

Garden Club Pavilion (#9): \_\_\_\_\_

Lake Gazebo (G2): \_\_\_\_\_

Fireman's Shelter (#10): \_\_\_\_\_

Lake Pavilion (#11): \_\_\_\_\_

Optional Add-on:     Open Space (only w/ Large Pavilion or O. Lampkin Gazebo): \_\_\_\_\_

Kitchen (only w/ Large Pavilion): \_\_\_\_\_

BBQ Grill: \_\_\_\_\_

**TOTAL AMOUNT DUE:**    \$ \_\_\_\_\_

I have received and read a copy of the "Pavilion Rental Policies, Rules and Regulations" and will abide by all the written rules. I do understand that if rules are broken and I or anyone in my organization/group has been warned and continue to break the rules, we will be asked to leave. I understand that I will not receive a refund if my organization/group is asked to leave. I am also responsible for any damages to the rental pavilion.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date



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## **Hold Harmless For Use of City Facilities**

To the fullest extent permitted by law, renter agrees to indemnify, defend and hold harmless the City of Union, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or alternative dispute resolution costs arising out of, or related to renters use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of renter, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the renter or anyone for whose acts the renter may be liable, regardless of whether caused in part by the negligence or wrongdoing of the City and any of its agents or employees.

WE/ I also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized for entrance for use of the premises or who has not previously agreed to the above Hold Harmless Agreement.

WE/ I also agree to pay for any damages to the premises and/or equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment.

WE/ I also agree to notify the City of Union or the Union Police Department of any damages or hazardous conditions immediately, and to discontinue use of the premises, until the condition can be corrected.

The renter shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence bases.

Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by the renter with a combined single limit of \$1,000,000 minimum.

Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.

All policies of insurance must be on a primary basis, non-contributory with any other insurance and /or self-insurance carried by the City.

Prior to activities commencing the renter shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

\*All parties listed above MUST sign.

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Signature Printed Name Date

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Signature Printed Name Date

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Signature Printed Name Date