

Pavilion Rentals

Rental Rates

<u>Pavilion</u>		<u>Company & Wedding.</u>	<u>Kitchen</u>
Large	\$100	\$175	\$25 plus a \$25 deposit
Gazebo	\$20		
Small Pav.	\$30		
Carpenters	\$35		
Rotary	\$40		
J.C.	\$60	\$80	
Garden Club	\$35		
Open Space		\$75(must be accompanied by a pavilion rental)	

Rental Policies

- 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 \$3 million aggregate. The City of Union must also be named as an additional insured.
- All person wanting to rent a pavilion must complete a pavilion rental form and return with rental payment within one week of reservation.
- One/half the rental rate is required within one week of reserving the Large Pavilion or the 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 payment is required within one week for all other rentals. If payment is not received within one week the date will be forfeited.
- Refunds on all rentals will be refunded 30 days prior if you should cancel. After 30 days the rental is not refundable and a credit will not be issued.
- Reservations within 30 days of rental date must be paid in full.
- A \$25 deposit is required for the large pavilion kitchen. The deposit is refundable if the kitchen is left in good condition and the key is returned. The key may be picked up the Friday before the rental for a weekend rental or the day before for any rental Monday – Friday. Please return the key the Monday after a weekend rental or the following day after a rental during the week.
- Companies and Wedding Parties can rent open space in the park. Open space must be accompanied by a pavilion rental. The park office may require certain parties to rent the open space.
- The renter is responsible for all damages to the pavilion, picnic tables, etc.

Rules & Regulations

- Renters are responsible for cleaning and placing trash in the proper trash receptacle.
- No staples in tables. Use only tape for decorating.
- Do not remove or add tables to the pavilion.
- Turn off all lights before leaving
- Glass containers are not allowed in the park.
- All decorations must be completely removed.
- Renters must provide their own light bulbs at the small pavilions.
- No person shall solicit any business or service, or to advertise or vend for sale or hire any goods or service unless it is in direct benefit to the Parks and Recreation Department. The Parks and Recreation Department must approve all sales, etc.

In addition to the rules above the following rules apply to the *Large Pavilion*

- **Containers filled with liquid of any kind are not allowed on the wooden floor.**
- Music **must** be set up at the **north** end of the pavilion facing the tennis courts.
- Leave kitchen clean; please do not leave food in the refrigerator or freezer
- Windows and serving area in kitchen must be locked when you leave.
- **Trash barrels are not allowed on the wooden floor**
- Bar-B-Q. pits are not allowed on the large pavilion
- Vehicles may not be driven on the ramp to unload items at the pavilion.

Union Parks and Recreation
500 East Locust, Union, MO. 63084
(636) 583-8471

If you have any problems the day of your rental, please call the Park Director Kevin Arand at 314-808-1071 or Angela Breeden at 636-584-1966.