

# PARKS AND RECREATION CENTER RENTAL AGREEMENT

1201 Clark Ferguson Drive  
North Kansas City, MO 64116  
816.300.0545  
www.nkc.org



## Alcohol

- **Reservations must be made by persons 21 years of age or older.**
- A **\$150 non-refundable service fee** is due at time of reservation.
- Caterer must supply all appropriate City, County and State Licenses a minimum of 30 days before the scheduled event. Caterer must have **all licenses on-site and visible** throughout the event.
- Two Security Officers are required for the duration of the event, plus 30 minutes prior to and after the event rental. Each Security Officer will be paid \$40 per hour. **Payment will be required seven (7) days before the event.** If payment is not received, alcohol cannot be served.
- Alcohol may only be served to those twenty-one (21) years or older during the scheduled time, which must be pre-approved by the Parks and Recreation Director.

Initials \_\_\_\_\_

## Reservations

- Room(s) must be reserved for a minimum of two (2) hours. Set-up and clean-up must be included in rental time. Failure to vacate the facility at the conclusion of the event will result in an additional charge of \$25.00 for every 15 minutes before or after your contracted time. Leaving before your scheduled ending time does not result in a refund. You will not be allowed in rooms earlier than the times designated on reservation form.
- A **\$100 refundable deposit** is due at time of booking. Once the facility is signed off by a Parks and Recreation Staff member, your deposit will be returned via check within 14 business days of the rental.
- Deposit and rental fees are due at the time of reservation. Dates and times will not be held. Space is reserved when the rental agreement is completed and signed, and 50% of payment is received along with the refundable deposit. Final payment is due 30 days from scheduled rental. All reservations must be made in person.
- Reservations can be made up to 12 months in advance. Ongoing reservation requests must be submitted and preapproved by the Director. Fee schedule will be arranged at the time of reservation.
- Individuals or groups may add a room to their reservation at the hourly rate without additional fees, but requests to remove a room from an existing reservation are subject to the cancellation policy.

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## Cancellation/Change Policy

- Individuals or groups may request and receive a full refund if notice is submitted at least forty-five (45) prior to the scheduled rental date. Notice of cancellation must be made in writing and submitted to the Parks and Recreation Department. If the cancellation is received less than forty-five (45) days prior to the rental date, the renter(s) shall forfeit the refundable deposit. If the renter(s) fails to use the facility on the scheduled use date(s), the renter(s) shall forfeit any payments applied and refundable deposit.
- In the event the renter wants to change their reservation date, the following policies will apply:
  - If the request is submitted 60 days prior to the event and there is facility availability, there will be a \$50 service fee.
  - If the request is submitted less than 60 days prior to the event, the request will be treated as a cancellation and the cancellation policy will apply.

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# PARKS AND RECREATION CENTER RENTAL AGREEMENT (CONT'D)

## Rules & Regulations

- Smoking is not permitted anywhere inside the Parks and Recreation Center. Smoking is allowed only in the designated area outside of the main entrance.
- The City of North Kansas City is not responsible for accidents, injury, illness or loss of group or individual property.
- The City of North Kansas City will not allow the use of its facilities to individuals/groups who charge admission for attendance to an event or who sell an item or product on the premises for profit. Violations shall result in closure of the event **without refund for unused rental time.**
- Any group or person violating the established North Kansas City Parks and Recreation Center Rules and Regulations or constituting a nuisance may be asked to leave the facility. Misuse of the facility will be sufficient reason for terminating the agreement **without refund** and may disqualify the group or person from being eligible for future rentals.
- Room set-up will need to be confirmed 14 days from schedule event. There are preset layouts from which to choose to meet your needs. Preset layouts cannot be reconfigured in any way. **Replacement, relocation, or rearrangement of equipment, tables or chairs is not permitted. If any item(s) is relocated, you forfeit your security deposit.**
- All renters must present their decorating ideas or plans at time of reservation. All finalized decorating plans must be submitted in writing and approved by the Director. Duct tape, thumbtacks, nails, staples, screws, etc., are not allowed to be used on walls, tables or other equipment/facilities. Only dripless candles are permitted.
- The following items are prohibited: red, purple or orange beverages; confetti; bird seed; rice; Silly String. The use of any of these items in any form is prohibited and will result in the cancellation of the event without refund.
- It is the responsibility of the renter(s) to inform Parks and Recreation staff of all equipment, caterers, or other special needs or uses 30 days prior to the event for approval. All outside vendors (including, but not limited to: caterer, DJ, bands, performers, florist, etc.) are required to abide by facility policy and sign the outside vendor confirmation form.
- Renter shall be responsible for the collection of litter and other materials during and after the event. The renter must clear trash and debris from all tables, pick up all trash, remove decorations, dispose of all food and take trash to the outside dumpster.
- The kitchen area must be cleaned and cleared of all food and trash, floors swept and mopped, countertops and cabinets wiped clean.

Initials \_\_\_\_\_

### **All individuals requesting a reservation must be 21 years of age or older, attend the event and are held completely responsible.**

In consideration for my ability to use the facilities of the City of North Kansas City for my event, and for and on behalf of myself, my heirs, executors, administrators, personal representatives and assigns, I do hereby waive all claims for damage or loss to my person/property and all demands and liability which may be caused by any act of failure to act of and by, and I do hereby release, discharge and hold harmless, the City of North Kansas City, Missouri; the owners, managers and lessees of any real property on which such program may be carried on, and their respective officers, board members, trustees, employees, agents, instructors and contributors to such programs form any and all such claims, demands, loss, damage and liability of which arise out of or in connection with my participation in this program and facility. I do further understand and agree that the abuse or misuse of any city facility, or violation of any established rules and regulations of city facility, can result in the cancellation of a facility reservation, forfeiture of my deposit and/or refusal of use at any time, now or in the future.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_