

## Excelsior Springs Parks and Recreation FACILITY RENTAL AGREEMENT

**Rental Information**

Date of Rental: \_\_\_\_\_ Number of People in Attendance: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Event Type (i.e. birthday): \_\_\_\_\_ Event Title (i.e. Smith Reunion): \_\_\_\_\_

Will you be serving food?  Yes, Catered  Yes, Food brought by Guests

Will you need extra picnic tables?  
(There will be an extra Charge)  Yes  No

**Fields & Courts**

Pi burn Ball Field  
Eddie Raper Park ( #1 or #2 )  
Regent Tennis Court  
Regent Basketball Court  
Kent & Outlook Basketball Court

**Park Gazebos (SMALL)**

Lincoln Park  
Siloam Mtn #2  
Siloam Mtn #3  
Sunnyside #1  
Sunnyside #2

**Park Gazebos (MEDIUM)**

Century #1  
Century #2  
East Valley #1  
East Valley #2  
Siloam Mtn #1

Small Park Gazebos (7a-2p) =\$20.00; Small Park Gazebos (2p-9p) = \$30.00; Small Park Gazebos (All Day) = \$45.00  
Medium Park Gazebos (7a-2p) =\$30.00; Medium Park Gazebos (2p-9p) = \$40.00; Medium Park Gazebos (All Day) = \$60.00  
Field & Court Reservation = \$10.00 per hour; Field Lighting = \$25.00 per hour; Entire Park Reservation = \$50 per hour

Name of Group or person renting facilities ("Renter"): \_\_\_\_\_

Please describe activities for the event. Does the utilization of this facility involve any activity that may be considered hazardous, including but not limited to bounce houses, inflatables and animals?  
\_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contact \_\_\_\_\_

Person \_\_\_\_\_ Email \_\_\_\_\_

DOB \_\_\_\_\_

In consideration of my or my organizations rental of this facility, I hereby release and discharge Excelsior Springs Parks and Recreation and the City of Excelsior Springs and its representatives, successors, and assigns, from any and all liability arising from accident, injury, and illness that I/we may suffer as a result of my/our rental. I/we also will follow the rules and regulations set by Excelsior Springs Parks and Recreation and above named parties. A parent or guardian must sign for anyone under the age of 18.

The consumption of beverages containing any alcoholic content whatsoever are prohibited. The Parks and Recreation Department will be reimbursed for any additional employee hours, equipment or costs resulting from your reservation. ALL costs, fees and charges are due at the time of the reservation request.

I do hereby grant and give the City of Excelsior Springs and the Parks and Recreation Department the right to use my or my child (s) photograph or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

**Facility Cancellation Policy**

Any individual, group or other entity renting a facility may make a cancellation up to 24 hours prior to their event, without a penalty. There will be a Refund Charge of \$5.00, but otherwise, the renter will receive their full refund.

This agreement not confirmed until all necessary fees are paid at the Excelsior Springs Parks and Recreation Department.

\_\_\_\_\_  
Renter (Print Name)

\_\_\_\_\_  
Renter (Signature)

\_\_\_\_\_  
Date

**Office Use Only**

Type of Payment: Cash  Credit/Debit Card  Check # \_\_\_\_\_ Total Payment: \_\_\_\_\_

Office Staff: \_\_\_\_\_ Date: \_\_\_\_\_