

# PARKS & RECREATION Pavilion Rental Application

700 S Broadway Ave | Moore, OK 73160

Phone: (405) 793-5090 Fax: (405) 793-5088



## Renter Information

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_  
(First) (M.I.) (Last)

Address: \_\_\_\_\_

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

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email: \_\_\_\_\_

## Event Information

Reservation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Park Name: \_\_\_\_\_ Pavilion#: \_\_\_\_\_

Reservation Start Time: \_\_\_\_\_ A.M./P.M. Reservation End Time: \_\_\_\_\_ A.M./P.M.

Event Name: \_\_\_\_\_ Estimated Number of People Attending: \_\_\_\_\_

Event Description: \_\_\_\_\_

**All events are subject to final approval by the Parks & Recreation Department.  
 Portable bathrooms and/or trash receptacles may be required for your event.  
 2 hour minimum required.**

Facilities	Resident	Non-Resident
Apple Valley; Arbor Gardens; Greenbriar; Kiwanis	<input type="checkbox"/> \$20/hr	<input type="checkbox"/> \$30/hr
Buck Thomas North; Fairmoore 1 & 2; Little River 1 & 2; Parmele; Westmoore Trails	<input type="checkbox"/> \$25/hr	<input type="checkbox"/> \$35/hr
Buck Thomas South; Veterans Memorial Park; Little River 3, 4 & 5	<input type="checkbox"/> \$35/hr	<input type="checkbox"/> \$45/hr

## High-Risk Activity

Will you be having a high-risk\* activity?  Yes  No

\*High-risk activity is any activity involving an inflatable or bouncy structure as well as balloon drops, pony rides, etc. or any other activity deemed to be high risk by management. Any person renting a pavilion in any Moore Park and having a high-risk activity at their event is required to supply a \$125,000 insurance policy with the following added as "additional insured" on the policy:

**City of Moore & Moore Public Works Authority  
 301 N. Broadway, Moore, OK 73160**

The Parks & Recreation Staff needs insurance verification at least 1 week before the facility rental. The policy must be brought to the The Station or faxed to 405-793-5088.

High-risk insurance verification received on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Insurance verification received by: \_\_\_\_ (Supervisor Initials)

# Renter and Guest Policies and Procedures

**Renters and guests must follow the established rules and regulations of the Parks & Recreation Department. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund, or withholding of deposit. In addition, renters must adhere to the following guidelines:**

1. Rentals must be booked with at least a 7-day notice. Reservations can be made online at cityofmoore.com/fun. The full rental amount must be paid in full at the time of booking to reserve a facility. All money paid will be deposited at the time of reservation, including checks. Returned check payment with insufficient funds will result in a cancellation of rental plus \$25 fee. This payment must be paid in full, in cash, at Moore City Hall Cashier's Office. Rental will be re-established if available once the insufficient funds are paid in full.

Renter initials: [redacted]

2. Failure to clean the facility(s), and/or any damage to the facility will result in a charge to the renter. The renter is held liable for their group's actions including any damages or losses caused to the park facility(s) during rental. Damage and/or destruction of the above named property may result in fee(s) for repair and/or replacement. The fee(s) will be billed directly to the renter. Payment will be due within 72 hours of billed date.

- Renters and all guests must be completely out of the park facility(s) by the reservation end time (Additional charges will be applied after 15 minutes).
- Facility(s) must be clean and cleared of trash.
- Facility(s) must be free of damages to equipment including chairs, tables, etc.
- All rental policies/procedures and park rules must be followed by renter and guests.

Renter initials: [redacted]

3. Renter must be present during the entire event. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. Rentals shall not infringe on or restrict the use of other facilities at Central Park, and all walkways should remain clear.

Renter initials: [redacted]

4. Decorations shall not be attached to the structures and shall not alter or damage any surfaces. No rice, confetti, or straw shall be used in or around park property. Renters are asked to keep the noise at a reasonable level. Only music suitable for a public facility will be permitted (judgment made by the Manager on Duty). The volume is subject to control by the Manager on Duty. No electrical appliances are allowed without prior approval.

Renter initials: [redacted]

5. In all circumstances, the Parks & Recreation Department retains full authority for final approval and denial of facility reservation requests. The Parks & Recreation Department reserves the right to require liability insurance with the City of Moore and the Moore Public Works Authority listed as additional insured. No alcohol is permitted on park grounds. Smoking/E-Cigarettes and use of other tobacco products is prohibited. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified. If the renter or guests are found to be using drugs or alcohol in the facility or on the property, the rental will be shut down immediately and the remaining balance for the reservation will be retained (aside from the deposit).

Renter initials: [redacted]

6. 100% of cost minus \$25 processing fee will be refunded on any cancellation request prior to 5 business days (Monday – Friday) prior to start of your reservation. 100% of deposit plus \$25 processing fee will be collected on any cancellation request within 5 business days (Monday – Friday) from the start of your reservation. 0% of cost will be refunded on any no show or unused hours on reservation. Refunds may take up to 2 weeks to process.

Renter initials: [redacted]

7. Charging admission or selling merchandise or food requires prior approval.

Renter initials: [redacted]

**NON-LIABILITY OF LESSOR-GENERAL PROVISION:** This agreement is made upon the express condition that the Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, claims, suits or losses however occurring or damages growing out of the same The City of Moore also disclaims any and all responsibility for accidents or injuries occurring during the time of your use of this of this facility. The City of Moore reserves the right to enter the premises at any time.

I have read and understand the above

Signature: [redacted] Print Name: [redacted]  
Renter's Signature (must be 18 years of age or older)

## FOR OFFICE USE ONLY

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Paid Amount: \_\_\_\_\_

Receipt # \_\_\_\_\_ Cash / CC / Check # \_\_\_\_\_ Proof of Residency Provided:

Supervisor Approval: \_\_\_\_\_ REPM Initials (If > 100 People): \_\_\_\_\_