City of Moore Parks and Recreation

Parks Pavilion Rental Application

The Station at Central Park 700 S. Broadway Moore, OK 73160
Office: 793-5090 Fax: 793-5088

Today's Date: _____/_____/_____

First and Last Name: _____

Address: _____
Street City Zip

DOB: ____ /____ / _____ Email: _____

Cell Phone: (_____)_____

Reservation Date: _____/_____/_____ Location Requested: _____

Reservation Start Time: _____AM/PM Reservation End Time: _____AM/PM

Event Title: _____

Number of People Attending: _____ (Portable bathrooms and/or trash receptacles may be needed.)

Facilities	Resident	Non-Resident
Greenbriar; Apple Valley; Kiwanis; Arbor Gardens	**❑$10 per hour**	**❑$20.00 per hour**
Fairmoore; Little River; Parmele; Buck Thomas; Veteran's; Westmoore Trails	**❑$10/Hour – 2 Hours** **$15/ Hour – After 2 Hours**	**❑$25.00 per hour**

Will you be having a high risk activity* at your event? 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 $125,000.00 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 Station Recreation Center Staff needs insurance verification at least 1 week before the facility rental.

The policy can be brought to the The Station or Faxed to 793-5088.

High Risk Insurance Turned-in on Date: _____ Initial of who received Insurance: _____

Policies and Procedures

Renter and Guest Policies and Procedures

Renters and guests must follow the established Station rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must be present during the entire event.
2. Reservations must be made in person and by a person 18 years of age or older.
3. The full amount **WITH** deposit must be paid in full to reserve a facility. Deposit will be refunded if area is free of trash, tape & decorations.
4. All money paid will be deposited at the time of reservation.
5. 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.
6. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their group's actions including any damages or losses caused to the Multi-Purpose Pavilion/Amphitheater and/or Park Grounds during rental.
7. Use will be restricted to the terms of the *Rental Contract* including area reserved, time of entry and departure, intended activity, etc.
8. Renters shall not infringe on or restrict the use of other facilities in The Station.
9. No alcohol is permitted on The Station or park grounds.
10. Smoking/E-Cigarettes and use of other tobacco products is prohibited.
11. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified.
12. No electrical appliances are allowed without prior approval.
13. Charging admission or selling merchandise/food requires prior approval.
14. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
15. No rice, confetti, or straw shall be used in or around The Station property.
16. 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
17. Adequate time must be allotted and reserved for set up and tear down.
18. Failure to clean the room(s), return tables & chairs, and/or any carpet stains will result in a forfeiture of the deposit.
19. The Station at Central Park reserves the right to require liability insurance with the City of Moore and the Moore Public Works Authority listed as additional insured.
20. Damage and/or destruction of the above named property will result in repair and/or replacement fees. If damage exceeds the deposit amount, the difference will be billed directly to the renter. Payment will be due within 72 hours of billed date.
21. In all circumstances, the Parks and Recreation Department retains full authority for final approval and denial of facility reservation requests.

Rental Refund Policy

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

* All Refunds May Take Up to 2 Weeks to Process

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 rules:_____

FOR OFFICE USE ONLY

Approved By: _____ Date: ___/___/___ Dep. Amount: _____

Paid Amount _____ Cash/ CC / Check #_____

Proof of Address: D.L.❑ Water Bill ❑ Other (specify) ❑ _____

Receipt #_____