

City of Charlack
Park Pavilion Reservation Application

Name: _____

Organization: _____

Telephone Number: _____

Use of pavilion: _____

(Birthday, reunion, picnic, etc.)

Date reserved: _____

Time: _____

(Start)

(End)

Is electricity needed/what for: _____

Other notes: _____

Fees: \$20.00 for Resident

\$40.00 for Non-Resident

Reservations Fee Paid: Check # _____ **Cash** _____

Security Deposit Received: Check # _____ **Amount** _____

Security Deposit Returned: _____

(Date deposit check returned)

Applicant Signature

Date

Approved: _____

(City Official Name)

Date

(City Official Title)

Mark Chamberlain
Mayor

Peter D. Daub
Public Works



Mike Pauley
City Administrator

Susie Gallagher
City Clerk

8401 Midland Boulevard
Charlack, Missouri 63114

(314) 427-4715
Fax (314) 427-5049

Hold Harmless for Use of City Facilities

Private Citizens

1. To the fullest extent permitted by law, _____ agrees to indemnify, defend and hold harmless the City of Charlack, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to _____ use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of the City of Charlack, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the City of Charlack or anyone for whose acts the City of Charlack may be liable, regardless of whether caused in part by the negligence or wrongdoing of the City and any of its agents or employees.

Organizations

2. The _____ shall purchase and maintain the following insurance:
Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by _____ with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
3. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.

4. Prior to day of activity the _____ shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
5. No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

(Applicant signature and date)

Pavilion Use and Rental

1. Reservations of the pavilion will be on a first come, first serve basis.
2. The fee for residents of the City of Charlack is \$20.00 and non-residents is \$40.00.
3. A security deposit of \$50.00 is required by anyone wishing to reserve the pavilion. This deposit will be refunded only if the area is free of damage, trash and debris within twenty-four (24) hours of the reservation date.
4. Any damage or cleanup effort with charges beyond the security deposit will be charged at the current repair/replacement costs and will be charged back to the person listed on the permit.
5. Reservations for residents and non-residents will be limited to one (1) date per month.
6. The individual listed on the permit is required to have the permit in his/her possession always and is required to be in attendance on the day stated for the reservation. The permit holder will be held completely responsible for all persons associated with the event.
7. The permit includes exclusive rights for stated pavilion only. The park remains open to the general public.
8. A person designated by Parks Director, if needed, will turn on electricity for the pavilion.
9. If assistance is needed for anything during use of the park contact the North County Cooperative at 314-427-8000 (dispatch services).

General Park Rules and Regulations:

1. Except in special cases where a special use permit has been issued, the City Park will be open from sunrise to ½ hour after sunset. No person shall be in the park during the hours the park is closed.
2. Permits are required to reserve the Park and Pavilion. You may obtain these from City Hall.
3. Permit holder is responsible for damages.
4. The City of Charlack is not responsible for injury or damages to private property.
5. Parents or legal guardians are responsible for their children while in the park.
6. No person shall kindle, build, maintain or use a fire except in places provided for such purposes and permits are obtained.
7. No skateboards allowed in pavilion area.
8. No glass bottles allowed in the park.
9. No vehicles shall be driven or parked on any area except the paved roads or parking areas or such areas designated as temporary areas.
10. No tree climbing.
11. Pets must remain on a leash always. Please clean up after your pet.
12. Please observe all posted signs (speed, parking, etc.).
13. Extinguish fires, but do not remove ashes and waste from fire pits.
14. Special use permits may be obtained at City Hall at a fee of \$20.00 per use.

All municipal codes are in effect and violations of the ordinance of the City of Charlack are subject to penalty as stated in the Municipal Code.

Mark Chamberlain
Mayor



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Dear Park Pavilion Permit Holder:

We are pleased to welcome you to our city park pavilion and hope that your experience with us is enjoyable.

To avoid any confusion, it is your responsibility to make all persons involved with your function aware of the rules and regulations regarding use of the pavilion and park. Your signature on the permit verifies that you have read and agreed to the following conditions and those listed on the permit application:

- ❖ A fee of \$20.00 is required for residents and a fee of \$40.00 is required for non-residents.
- ❖ A security deposit of Fifty Dollars (\$50.00), by separate check, is required at the time the reservation is made and is refundable once it is determined that no damage has been incurred and the trash and debris is removed.
- ❖ The individual listed on the permit is required to have the permit in his/her possession at all times and is required to be in attendance on the day stated for the reservation.
- ❖ The permit holder will be held completely responsible for all persons associated with the event.
- ❖ The pavilion will be free of litter and debris upon departure.
- ❖ Park opens at sunrise and closed ½ hour after sunset.

Please help us keep this a clean and safe park that everyone will want to visit and enjoy. If you find unsafe items or equipment in our park, please contact us immediately. Feel free to contact city hall between the hours of 9:00am and 4:00pm if you should have any questions or need assistance.

Sincerely,

A handwritten signature in blue ink that reads "Susie Gallagher". The signature is written in a cursive, flowing style.

Susie Gallagher
City Clerk

**CITY OF CHARLACK
PARK PAVILION RESERVATION**

This pavilion is reserved for the exclusive use by:

(Name of person or organization)

(Day & Date)

Between the hours of:

**_____ TO _____
(Time) (Time)**

City Official

**PLEASE BE SURE TO PLACE ALL TRASH IN THE PROVIDED
CONTAINERS UPON YOUR DEPARTURE!! THANK YOU!**