



# Shelter Rental Application

Name of Renter Responsible for Event \_\_\_\_\_

Group/Business Name (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Desired Date \_\_\_\_\_

### **Shelter(s) Renting:**

#### **Fenton City Park**

Anyone can rent

\_\_\_ Hitzert (max cap. 75) ⌘

\_\_\_ Shelter 1 (max cap. 75) ⌘

\_\_\_ Shelter 2 (max cap. 75) ⌘

\_\_\_ Maramec Greenway Pavilion (max cap. 150) ⌘

\_\_\_ Ballfield # \_\_\_\_\_

\_\_\_ Soccer Field # \_\_\_\_\_

\_\_\_ Walking Path

#### **Bud Weil Memorial Park**

Anyone can rent

\_\_\_ Hexagon Shelter (max. cap. 30) ⌘

\_\_\_ Domijan Shelter (max cap. 50) ⌘

#### **Westside Park**



Fenton Resident only

\_\_\_ Shelter (max cap. 50) ⌘

#### **Valiant Park**

Fenton Resident only

\_\_\_ Shelter (max cap. 30) ⌘

	- Shelter has BBQ grill
	- Shelter has electric

### **\*\*\*PLEASE NOTE:**

- THIS APPLICATION IS NOT CONFIRMED UNTIL ALL CONTINGENCIES (INCLUDING PAYMENT) ARE MET.
- PAYMENT IN FULL REQUIRED BEFORE PERMIT CAN BE ISSUED.
- THIS APPLICATION MUST BE ATTACHED TO THE REGISTRATION RECEIPT TO BE VALID.
- THE EVENT ON-SITE CONTACT MUST HAVE REGISTRATION RECEIPT/APPLICATION IN THEIR POSSESSION THROUGHOUT THE EVENT.
- ADDITIONAL RULES AND REGULATIONS MAY APPLY BASED ON THE SPECIFICS OF THE EVENT. SEE WEBSITE ([www.fentonmo.org](http://www.fentonmo.org)) TO VIEW COMPLETE LIST OF REQUIREMENTS AND ADDITIONAL INFORMATION.
- REFUNDS LIMITED TO CONDITIONS LISTED ON BACK OF THIS FORM.

**WAIVER AND RELEASE OF LIABILITY** – “No liability either expressed or implied, will be incurred by the City of Fenton, its agents, servants, employees, and volunteers arising out of the use of the premises by permittee, its agents, servants, guests, employees, assigns successors, invitees and licenses. Permittee agrees to indemnify and save harmless the City of Fenton, its guests, agents, servants, employees from and against any and all liability for damages arising from injuries to person or damage to property occasioned by any acts or omissions of (other party) its agents, servants or employees, including and all expenses, including but not limited to attorney’s fees and costs, which may be incurred by the City of Fenton or its agents, servants or employees, in defense of any claim, action or suit, irrespective of any claim that an act, omission or negligence of the City of Fenton or its agents or employees contributed to such injury or damage.

I have read, understand and agree to all terms listed.

I have read, understand and agree to the terms of the Refund Policy back of this application.

Signature: \_\_\_\_\_

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

*Please send completed application to [parksandrec@fentonmo.org](mailto:parksandrec@fentonmo.org) or fax to 636-333-6208 attention: Rental Supervisor*

- Pavilion and Park Information/Rules:
- Applicant renting the facility must be 21 years or older and must be present during the entire rental period. The renter whose name and address appears on the contract is responsible for all aspects of the rental, including but not limited to payment, damages and communication with the Manager on Duty.
- The event on site contact must have a copy of the permit in their possession throughout the event.
- Fenton City Park is open from 6:00 a.m.-11:00 p.m. All other parks are open from 8:00 a.m. to dusk.
- All Trash, rubbish and debris must be placed in proper containers.
- Fires may be built in receptacles and facilities intended therefore, unless permission is secured in writing from the Board; patrons may use their own portable "bar-b-que" braziers in areas designated by the Board and so posted. No person who has built any such fire shall leave the area where the fire was built without first extinguishing the fire. No person shall drop, throw, or scatter lighted matches, burning cigarettes or cigars, tobacco, papers, or other flammable material within any park area. Fires may be prohibited entirely by the posting of special notices.
- Gas Grilles, portable grilles and pull behind bbq grills are not permitted unless authorized by the Director of Parks and Recreation.
- Fires are only allowed in bbq grills.
- Camping is prohibited in all City parks, except by written permission from the Board.
- The erection of any structure (tents, booths, posts, etc.) is prohibited unless special permission has been granted.
- Amplified sound is not permitted unless authorized by the Director of Parks and Recreation for a city sponsored event.
- No glass bottles are allowed in any park operated by the City of Fenton.
- No parking on the grass.
- PARKING FOR PARK ACTIVITIES OR WAITING ON STREETS OUTSIDE THE PARK BOUNDARIES IS NOT PERMITTED. VIOLATION OF THIS RULE CAN RESULT IN REVOCATION OF THIS PERMIT.
- Athletic fields are use by permit only. A separate field application is required.
- Obey all posted rules.
- Pets must be on leashes at all times. Clean up after pets.
- Runs/walks require prior approval and a special event application for 5ks are required.
- As per Ordinance No. 527 Â§ 13, 10-20-80, Section 235.120: Solicitations Prohibited: No person shall solicit alms or contributions for any purpose whatsoever, whether public or private within any of the parks, except by written permission of the Board, when such solicitations are of direct benefit to the City parks and recreational programs.
- ALSO, ALL OUTSIDE ENTERTAINMENT AND VENDORS MUST BE PRE-APPROVED. THE RENTER IS REQUIRED TO SUPPLY A LIST OF VENDORS, ALONG WITH A DESCRIPTION OF THE SERVICE BEING PROVIDED TO RIVERCHASE A MINIMUM OF TWO WEEKS PRIOR TO THE EVENT.
- Any renter desiring to bring in outside amenities, such as pony rides, dunking booths, bounce house/inflatables, etc., must make a request in writing to the Director of Parks and Recreation. Upon approval, the vendor providing the attractions must supply the City Of Fenton with a Certificate of Insurance, naming the City Of Fenton as an additional insured in the amount of \$3,000,000. Large events (50 or more people) by an organization, company or group require advance approval by the Board of Aldermen. Direct the request to the Director of Parks & Recreation at least six weeks in advance.
- Any event that has been approved for an overnight stay by the Park, Beautification and Recreation Board and then forwarded to the Board of Aldermen for approval, must supply the City Of Fenton with a Certificate of Insurance, naming the City Of Fenton as an additional insured in the amount of \$3,000,000. Again, make requests at least six weeks in advance.
- Cancellation Policy

- If you cancel prior to 30 days of your rental you can reschedule or receive a credit for a future park rental to be used within 1 year (365 days) based on availability. There are no monetary refunds for park pavilions. **Please note** “ there are risks of weather issues when renting outdoor facilities. refunds will not be issued. Please see our website [www.fentonmo.org](http://www.fentonmo.org) regarding our cancellation policy or contact our staff at 636-343-0067.