

CAMERON PARKS & RECREATION

PARK SPECIAL EVENT USE APPLICATION

Application must be submitted a minimum of 20 business days prior to event.

Completion of application does not guarantee approval for use.

This application is a starting point only. Depending on the details of your event there will be additional requirements which will be determined after review of application and visiting with city staff.

Event Name: _____

Organization/Group/Affiliation Name: _____

Organization Address: _____ Phone: _____

Event Organizer /Contact Name:

Address: _____ Email: _____

Phone: _____ Cell Phone: _____

Secondary Contact Name: _____ Phone: _____

Address: _____ Email: _____

Request for: McCorkle Park _____ Price Pavilion _____ Beavers Park _____ Recreation Park _____

Dates of Rental: _____

Set-up Time: _____ Event Start Time: _____ Event End Time: _____ Take-down Time: _____

Check one: Non-profit _____ Fundraiser _____

Description of proposed event:

Anticipated number of spectators/patrons: _____

Attach map of proposed use and layout of event

Attach detailed list of proposed activities of event

Food Vendors

If yes, please list type of food to be sold and number of paid workers:

Craft Vendors

If yes, please list type of merchandise to be sold and number of paid workers:

Other

If yes, please list type of items, or activities to be sold and number of paid workers:

FEES:

Application Fee: There is no application fee

Security Deposit: A \$500.00 deposit will be required as part of the use agreement, regardless of use and shall be submitted with application. The security deposit may not be required and will be returned after application review. If required, it shall be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement, or if requested date and/or times are not available, or if event is canceled due to weather etc. and there are no acceptable alternative dates to re-schedule the event. Deposits need to be turned in directly to the City of Cameron at City Hall.

General Use and Fees: The initial fee includes use of park, use of electric, trash and recycling bags and initial supplies for restrooms, stocked at the beginning of event.

a) **Additional requested services:** We are able to provide additional maintenance throughout the day for your event usage, such as restroom cleaning and restocking. These and other requests for additional services must be discussed and agreed to in advance with staff, and will be billed accordingly.

b) **Additional Maintenance:**
Weekdays (7:30am-4:30pm): \$25.00/hour/employee
Weekends/ Holidays/ Evenings: \$50.00/hour/employee

c) **Extraordinary Measures:** In the event of severe weather or other unexpected events, extraordinary measures may need to be taken to ensure parks are usable in a specific time frame. Under these circumstances, additional charges may apply (clean-up, contractors, extra staff, etc.). Additional costs required to the parks due to extraordinary measures will be upon the prior mutual agreement of the Event Organizer/Applicant and staff.

Parks requested:

Resident:

McCorkle Park	\$20/hour x _____ hours = \$ _____
Beavers Park	\$20/hour x _____ hours = \$ _____
Recreation Park	\$20/hour x _____ hours = \$ _____
Other Park	\$20/hour x _____ hours = \$ _____
Price Pavilion	\$5 /hour x _____ hours = \$ _____ <i>(Only requires the two-hour minimum shelter fee)</i>

Non-resident:

McCorkle Park	\$25/hour x _____ hours = \$ _____
Beavers Park	\$25/hour x _____ hours = \$ _____
Recreation Park	\$25/hour x _____ hours = \$ _____
Other Park	\$25/hour x _____ hours = \$ _____
Price Pavilion	\$5 /hour x _____ hours = \$ _____ <i>(Only requires the two-hour minimum shelter fee)</i>

Additional Fees Payment: Any remaining fees for costs associated with the use must be paid in full 30 Days after invoice. Event Organizer/Applicant are responsible for any remaining balances.
CHARGES APPLY FOR ALL PARKS BOOKED EVEN IF NOT ALL PARKS ARE NOT USED.

Cancelation Policy: If the Event Organizer/Applicant or Secondary Contact shall submit, in writing, the request for cancellation a minimum of thirty (30) business days before event a full refund will be issued. If the written request is received a minimum of ten (10) business days before the event, 50% shall be refunded. If the written request is received within five (5) business days of the event, no refund shall be granted.

INSURANCE REQUIREMENTS:

The City of Cameron strictly adheres to the following insurance requirements. These insurance requirements shall not be waived for any reason. The certificate of insurance shall reflect the following:

- Comprehensive General Liability: Minimum limit \$2,000,000 combined single limit for bodily injury and property damage per occurrence
- Comprehensive Automobile Liability - if applicable. Minimum limit \$2,000,000 combined single limit
- Workers! Compensation - if applicable, statutory requirements
- Employers! Liability - if applicable, \$1,000,000 each employee, 1,000,000 each accident and \$1,000,000 policy limit
- The City of Cameron shall be named as additional insured and requires notification of policy cancelation within 30 days.
- The insurance shall be specific to the proposed event
- The City reserves the right to revise or increase insurance requirements to reflect risk exposure

Certificate of Coverage shall be provided a minimum of ten (10) business days (M-F) prior to the requested use date or the reservation will be cancelled.

Depending on the nature of your event, the City of Cameron may require you to provide additional insurance coverage. Special requests may include (but not limited to) amusement attractions, entertainment, food trailers and or any other attractions that may pose a liability risk.

The leasing organization may be required to have participants to sign a waiver (individually or using a group format with individual signatures) for each individual to indemnify and hold harmless the leasing organization and the City of Cameron.

BASIC RULES:

The following is a guideline of general rules and is in no way a complete list of all applicable rules. Additional rules and restrictions may apply depending on each individual event and will be determined after visiting with staff about the proposed specifics of your event.

EVENT ORGANIZER AND/OR APPLICANT ARE RESPONSIBLE FOR ENFORCING THESE RULES.

- BY CITY ORDINANCE, ALCOHOL IS PROHIBITED AT ALL CITY PARKS, INCLUDING PARKING AREAS. However, under special circumstances the City will permit alcohol. For potential alcohol use contact the City Clerk's Office.
- Parks are available from 6:00 a.m. to 11:00 p.m. unless prior arrangements have been made.
- Event Organizer/Applicant is responsible for any damages or other incidentals.
- Maintenance, security, medical or any other staff for events are not provided by the City. Recommend the Event Organizer/Applicant have an emergency medical and safety plan in place.
- Permits are nontransferable.
- All vehicles must be confined to designated parking areas and are not permitted on any park. This includes any vendors or participates and their set up and take down.
- Upon conclusion of the event, Event Organizer/Applicant are responsible for picking up all litter items from around the park, restrooms and parking areas. This must be done at the conclusion of each days use, or it will be picked up by parks crews the following morning and the applicant will be subject forfeit security deposit. The City will supply the extra trash bags, placed in the bottom of the trash receptacles.
- Event Organizer/Applicant are also responsible for making sure the trash receptacles are empty or same condition as before the event began. Large events, over 500 total people, may require trash hauled off-site or to a dumpster provided by the Event Organizer/Applicant.
- Fires are allowed in approved grills and containers only. Backyard propane and charcoal grills must be placed at least 20 feet away from all structures. These are permitted in parking lots only. Turkey fryers and deep fat fryers are not permitted.

- If thunder is heard or lightning is seen, a mandatory delay of 30 minutes will be enforced and all participants and guests must leave the parks and seek shelter. Updates will be communicated to the City by the Event Organizer/Applicant.
- Vending of food or other items is not permitted without prior approval.
- No admission, parking or other fees are permitted unless prior approval granted by the City.
- A copy of a list of all vendors, hired companies, suppliers, etc, who will be in the park shall be submitted to the City no less than three (3) business days prior to event start date and time.
- The City reserves the right to cancel a rental event in whole or in part, at any time, for any reason. Such reasons could include, but are not limited to; inclement weather, park damage which may cause hazardous safety considerations for the public or excessive repairs to the park, or lack of documentation/information by Event Organizer/Applicant. Depending upon circumstances, a portion of the deposit may be returned to the Event Organizer/Applicant.
- Activities that could cause damage to any of the turf may not be permitted or require special agreement
- Slip and Slide type water features are not permitted. Bounce houses have additional requirements.
- Large events, over 500 total people, will require additional port-a-pot restrooms brought in by event. 1 additional restroom per 500 people over 500, and 1 additional hand washing station per 1,000 total people over 500.
- Some events will be required to post and maintain City provided warning notice signs in clearly visible locations at major entrances to the event and throughout the event location as determined by the City.
- For Profit events and garage sales / flea markets are not permitted in the parks
- Be aware some of the rest rooms are winterized and generally not available between November 1st - April 15th.

I, the undersigned, hereby certify that I will be personally responsible for any damage and have read the rules and regulations governing the use of the City of Cameron's parks and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of the request or revocation of park use. By signature the leasing organization agrees to be responsible for and pay, indemnify and hold harmless the City of Cameron, its officers, agents, employees and volunteers against any and all loss, cost or expenses, including reasonable attorney's fees, resulting from any claim or legal action that may arise against the City of Cameron in connection with the use of parks referenced in this agreement

Signature: _____ Date: _____

Name (please print clearly): _____

The following must be submitted with this request:

1. List of additional information and any special requests that will assist in the evaluation of this request
2. A \$500.00 deposit (check, cash, Master Card, Visa, Discover, American Express, or debit)

Submit completed application request and deposit to:

publicworks@cameronmo.com

City of Cameron
205 N Main
Cameron, MO 64429

For additional information on the facilities visit the City of Cameron website, or contact the City Hall at (816)-632-2177. The Event Organizer/Applicant listed on this application will be notified if additional information is needed to process this request.

For after-hours assistance during your event contact the Cameron Water Plant at (816)-632-2844