

CONTRACT AGREEMENT TO USE GEORGE GOULD BUILDING FACILITIES

NAME

ADDRESS

CITY, STATE, ZIP

WORK/HOME PHONE

CELL PHONE

DATE REQUESTED _____ M TU W TH F SA SU

TIME: FROM _____ TO _____ FOR

NO. ATTENDING _____ PERMIT #

TOTAL CLEANUP/SECURITY DEPOSIT PAID

RESERVATIONS

Upon making a reservation to rent the George Gould Building at Wapelhorst Park; full rental payment must be received if rental is less than \$100.00. Licensee must pay a rental deposit of \$100.00 at time of the reservation when rental rates exceed \$100.00 and the reservation is made more than 60 days prior to the function date. If reservation is made less than 60 days prior to date of function, balance is due in full at time of reservation.

Balance must be paid not less than 60 days prior to the function.

Deposit or full payment may be made with MasterCard/Visa via telephone to hold date if the reservation is made at least 60 days prior to date of function. The licensee must then come into the Parks Administration Office within five business days of making the reservation to sign the contract. If the contract is not signed within five business days, the reservation will be cancelled and a refund issued less the administrative fee.

The person signing the contract and the name on the contract must be the same. Any refunds will be issued only to the name and address shown on the contract.

CANCELLATIONS

If Licensee cancels reservation with **180** days or less prior to the rental date: **rental** deposit or **full payment if less than \$100** will be forfeited. Payment/deposit will be returned less an Administrative Fee, if Licensee cancels with notice of **181** days or more.

CLEANUP/SECURITY DEPOSIT

A deposit is required in addition to rental rate in the amount of the total rental rate, not to exceed \$100.00. **THIS MUST BE SUBMITTED AT LEAST 14 DAYS BEFORE YOUR FUNCTION.** The *cleanup*/security deposit will be returned to Licensee if there are no damages, facility is left clean in the same manner as it was found (tables are cleared, trash in proper receptacles, floor clean of debris, etc by the Licensee), keys are returned promptly, and all decorations and personal items are removed the day of function. The deck attached to the George Gould Building is considered part of the building and subject to the damage, cleanup policy.

THE KEY FOR THE GOULD BUILDING IS INCLUDED IN THE *CLEANUP/SECURITY DEPOSIT*. The key must be picked up at the Blanchette Park Administration Office, 1900 Randolph no more than 2 working days before the function from 8:00 am - 5:00 pm Monday through Friday and must be returned by the next working day after your scheduled function to the same office. **If you fail to pick up the key during office hours (Monday-Friday from 8 am-5 pm) you will be charged a \$50.00 late pick up fee. When the penalty charge is assessed the fees will be due and payable before the key will be issued.**

General Clean-up Checklist: 1. Trash is placed in provided receptacles. 2. Floor is clean of debris and liquid spills. 3. Kitchen area, refrigerator and stove are clean. 4. Tables clear of tablecloths and debris. 5. Decorations are removed.

*A mop, broom and basic cleaning supplies are available for your general clean-up.

Building Closing Procedure: 1. Make Sure Stove/Oven is Off. 2. Turn Off Ceiling Fans. 3. Lock Restroom Doors From Inside Building (with Deadbolt). 4. Secure All Windows. 5. Check To Make Sure Front and Rear Doors Are Secured and Locked. 6. Turn Off Interior Lights. *Licensee is responsible for securing the building before leaving. Failure to do so may result in forfeiture of your cleanup/security deposit.*

ADDENDUM TO GEORGE GOULD BUILDING CONTRACT

1. The Park Department will do standard set up of tables and chairs for the rental. Removal of decorations, and general cleaning is the responsibility of the licensee. Trash receptacles are provided, please use them.
2. Tables and chairs may not be removed from the Building. Decorations are not allowed on any walls, windows or doorways; **unless using funtack (this means no staples, no tape of any kind, no nails, etc)**. All other materials will result in damage and loss of \$100.00 cleanup/security deposit. All Decorations must be removed; if not this may result in your cleanup/security deposit not being returned.
3. The George Gould Building will accommodate no more than 100 people. The Parks & Recreation Department will setup tables and chairs to seat 100 people. Please keep in mind the available space in the room is "maxed out" when setup for 100. Tables not needed may be taken down.
4. **NO ALCOHOL OF ANY KIND MAY BE BROUGHT INTO THE GEORGE GOULD BUILDING ON SUNDAY.** Monday thru Saturday beer is permitted in cans only. **NO HARD LIQUOR, KEGS OR HALF BARRELS ARE ALLOWED AT ANY TIME.** A special permit for wine is available by applying with the Park Office. Violation of this will result in loss of deposit and future usage of George Gould Building. The deck attached to the George Gould Building is considered part of the building and subject to the same alcoholic beverage restrictions.
5. All personal items brought into the George Gould Building must be removed the same day as your rental. Use of the building is from 10:00 a.m. until 11:00 p.m on the date reserved. Arrival prior to 10:00 a.m. may interfere in the building being ready for your use on time. The Department is not responsible for anything left in the building at any time before, during, or after the activity. The licensee should be aware that the Park Department does have other George Gould Building keys outstanding to other organizations and groups.

6. The George Gould Building will not be available for rental on Christmas Day.

7. If it is deemed necessary the Park Department will call upon the Police/Park Ranger for any situation that appears to be unruly. The Park Department reserves the right to cancel the event and the parties will not receive a refund in the event the function is cancelled for this reason.

8. Any entertainment or unusual requests from the licensee may need to be approved by the Park Board and must be submitted in writing not less than (35) days prior to the date of the scheduled function. If deemed necessary, the Park Board may request that a Police Officer(s) be present at the function at the licensees' expense.

9. Wapelhorst Park closes at Midnight and the George Gould Building will close at 11:00 p.m. All individuals, groups, and parties must be out of the building and Park by those times.

10. Please note the restrooms attached to the George Gould Building are for joint use by the licensee and the general public.

11. Inside the George Gould Building or on the attached deck area, frying with oil is prohibited. This includes on the stove or with a portable fryer.

Licensee agrees not to use the George Gould Building in any matter whatsoever in violation of any municipal, county, state, or federal law, ordinance or regulation. In case of damage to the George Gould Building or any of its contents or loss of possession thereof or inability to return same to the City of St. Charles, Missouri, unless otherwise specified, the value of or replacement of any damages to the City of St. Charles, Missouri, will be necessary and the licensee will be held responsible for those damage costs.

Licensee hereby covenants and agrees to and shall indemnify the City of St. Charles, Missouri (including its agents, officers, and representative) and hold them harmless from any and all liability, loss, costs, or obligations on account of or arising out of any injury or losses however occurring as a result of licensee's function.

The City of St. Charles reserves the right to terminate this contract upon forty-eight (48) hours written notice. In such cases, licensees' rental fees shall be returned with such notice of termination.

R1/03/06

The Licensee acknowledges having read this entire Contract Agreement and Addendum and agrees to all of its covenants and conditions.

The City of St. Charles, Missouri
The St. Charles Parks and Recreation Board
1900 W. Randolph, St. Charles, MO 63301-0897
Voice(636)949-3372 Fax(636)949-3581 Emergency After Hours (314)404-0448

BY _____
(St. Charles Parks & Recreation Representative)

LICENSEE _____ X
(Signature)

Rental Deposit Paid _____ Date _____ By _____ How Paid? _____

Balance Paid _____ Date _____ By _____ How Paid? _____

Cleanup/Security Deposit Paid _____ Date _____ By _____ How Paid? _____

PLEASE SIGN BY (X)

A copy of this contract is retained by the Parks & Recreation Department and one copy given to the licensee.

Licensee should receive a copy of the agreement in addition to a receipt for payment(s) made and a

copy of the reservation.

Note: The Parks & Recreation Administration Office is open 8am to 5pm Monday through Friday and closed on Holidays, Saturdays and Sundays. If calling after 5:00 pm on weekdays or any time on Holidays, Saturday or Sunday please use the emergency after hours number.

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