

Gould Building

Location:

Wapelhorst Park: 1875 Muegge Road
St. Charles, MO 63303

Webster Building

Location:

2201 South River Road
St. Charles, MO 63303

Rental Fees (Friday - Sunday)

RENTAL TIME:

10:00 a.m. - 11:00 p.m.

RENTAL AMENITIES:

Includes: Upper level, full kitchen (microwave, sink, stove and refrigerator), restrooms and deck.

ST. CHARLES CITY RESIDENT RATE:

\$400 Rental Fee + \$200 Security Deposit

NON-RESIDENT RATE:

\$550 Rental Fee + \$200 Security Deposit

Rental Fees (Friday - Sunday)

RENTAL TIME:

10:00 a.m. - 11:00 p.m.

RENTAL AMENITIES:

Includes: Refrigerator and sink with counter area, patio with fire pit

ST. CHARLES CITY RESIDENT RATE:

\$400 Rental Fee + \$200 Security Deposit

NON-RESIDENT RATE:

\$550 Rental Fee + \$200 Security Deposit

FIRE PIT FEES:

\$20 will be withheld from the Security Deposit if wood and fire starter are used



Fire Pit Rules:

When using the fire pit, Licensee shall use the fire wood located in the wood storage area located near fire pit. The Parks and Recreation Department will provide Licensee with a key to unlock the wood storage area which will contain wood for a single rental period, a fire starter block and matches. Licensee is responsible for transporting wood from storage area to the fire pit. Use of additional wood from other sources is prohibited. Fires must be kindled in such a manner that no tree, shrub, grass, or other inflammable or combustible matter will be set on fire or caused to be set on fire. Use of any combustible materials to start fire other than that supplied by the Parks and Recreation Department is prohibited. Licensee is responsible for completely extinguishing the fire and all embers using water supplied from an adjacent water hydrant at the end of the rental period.

Making the Reservation & Payment Timeline for Both Gould & Webster:

INITIAL RESERVATION:

\$200 of the rental fee must be made up front at the time of making the reservation. The contract for either building must be signed within five business days of making the reservation.

60 DAY PRIOR TO EVENT:

Remaining rental fee is due.

*Not including the security deposit.

2 WEEKS PRIOR TO YOUR SCHEDULED EVENT:

\$200 Security Deposit is due.

* The security deposit is due two weeks prior to event and will be refunded as long as keys are returned on time and there is no damage to the building.

For more information please contact
our Administration Office at:

636.949.3372

Gould Building | Webster Building

The following information applies to both facilities.

Standard Set Up:

***Gould Building accommodates up to 100 guests.**

20 banquet style tables (6 feet long) available for your rental.

***Webster Building accommodates up to 75 guests.**

10 banquet style tables (8 feet long) available for your rental.

There is a standard layout for both buildings that is guaranteed to be set up by 10:00 a.m. of your reservation date. You are welcome to move or take down any of the tables and chairs to better suit your event. Please note that table clothes are not included in the rental.

Decorations and Set Up:

Decorations are allowed but must be set up and taken down during rental period. Guests will not be allowed in the building prior to 10:00 a.m. on the event date. Tape, staples and thumb tacks are not allowed on the walls. We suggest hanging decorations with fun tack or wall putty so that marks/damages are not made. If decorations are not removed, a portion of your security deposit may be withheld.

**Park Department Staff will set up prior to rental time and take down setup after the event. Please try to leave the building reasonably clean with tables in their set up positions.*

Cancellation Policy:

If cancellation is made 181 days or more prior to event date, payments/deposits will be returned **minus** a \$100.00 cancellation fee.

If cancellation is made 180 days or less prior to event date, full rental deposit of \$200.00 will be withheld.

Beverage Rules:

Alcoholic beverages are permitted. Persons age 21 and older may possess alcoholic beverages that are served from the original package and which does not have alcohol content in excess of 14% by weight. Alcohol is not permitted as a fundraiser by charging by the glass, or if an admission fee to attend the event is charged. **UNDER NO CIRCUMSTANCES ARE KEGS OR HALF BARRELS ALLOWED AT ANY TIME.** Violation of this rule will result in forfeiture of deposit and a prohibition on future use of these Buildings.

**The deck attached to the Gould Building and the patio of the Webster Building are considered part of the building and are subject to the same alcoholic beverage restrictions.*

Week of Event:

Key for these Community Buildings must be picked up at our Administration Office located in Blanchette Park within the two working days prior to event. Keys will not be issued earlier than two days prior and failure to pick up keys by 5:00 p.m. on the last working day prior to event will result in the termination of the building agreement and forfeit of any right to use the space and all deposits and fees paid.

Keys must be returned by the next working day after your event. You may drop the key off at our Administration Office the first working day after your event or place it in the mail slot on the front door of our Administration Office in Blanchette Park. Failure to return the key may result in loss of security deposit.

**Please note that the Gould/Webster Building will be available by 10:00 a.m. on your reservation date. Use of the building before this time is not permitted.*

*For more information please contact
our Administration Office at:*

636.949.3372