



...in the center of it all

City of Olivette Parks & Recreation Department
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OlivetteParksandRec.com

PARK PAVILION RESERVATION APPLICATION

LOCATION REQUESTED (please check box below)

- Indian Meadows Pavilion Max Cap 50
9625 Huron Drive
Stacy Park Pavilion Max Cap 250
9750 Old Bonhomme Road
Stacy Park Ballfield Max Cap 100
9750 Old Bonhomme Road
Irv Zeid Pavilion Max Cap 100
9100 Old Bonhomme Road
Villa Park Pavilion Max Cap 50
9301 Villa Drive
Warson Park Ballfield Max Cap 100
9723 Grandview Drive

EVENT INFORMATION

Event Name: (if applicable) Type of Event:
Date Requested: Pavilion Use Time Requested:
Morning: 9am - 2pm Afternoon: 3 pm - Dusk Full Day: 9am - Dusk
Event Time: am / pm to am / pm (with set/clean up) Estimated Attendance:
Will Food/Beverages be served? Will Alcohol be served?
Amplified Sound (Stacy only)? If Yes, please select type:
MC/Announcer Live Music D.J. Other

CONTACT INFORMATION

First & Last Name Birthdate
Organization: (if applicable) Email Address:
Day Phone: Cell or Evening Phone:
Address:
City: State: Zip:
2nd Contact Name: Day Phone:

Office Use Only:

Date Paid:
Special Event Permit Needed?
Large Group Fee Needed?
Security Deposit Needed?
Sign Made:
Processed by:

RELEASE AND INDEMNIFICATION

As part of the consideration for this rental, the Applicant releases the City and its elected and appointed officials, agents, servants, and employees (collectively, the "City"), from any and all liability for damages, whether due to injury to person or property, resulting from the use of the premises by any Permittee, which term includes the Applicant, the Applicant's agents, servants, employees, contractors, assigns, successors, invitees, or licensees, and any similar person or entity. The Applicant further agrees to indemnify and save harmless the City from and against any such damages and from any other loss, liability, cost, or expense, including attorney fees, that may be incurred by the City as a result of any claim, action, or suit asserted, brought, or filed by any Permittee. This Release and Indemnification shall apply and pertain to all claims and damages against the City, regardless of whether the Permittee's injury resulted from an act, omission, or negligence of the City, in whole or in part.

I have read and understand this Release and Indemnification and the park rules, policies and procedures listed on the reverse.

Signed Date:
City of Olivette Representative Date:

PAVILION RESERVATION RULES & REQUIREMENTS

PARK RULES (City of Olivette Ordinance 2448)

1. Park hours are from dawn to dusk.
2. Pavilions and recreation areas must be left clean and free of trash and debris after use.
3. Golf practicing prohibited.
4. No motor vehicles are permitted except in designated parking or driving areas.
5. Dogs are to be leashed (**maximum six-foot leash**) and under control at all times.
6. All fires must be contained to the barbeque pits only; all coals shall be put completely out and only disposed of in the hot coal containers next to the pavilions.
7. No glass containers or bottles are permitted in the park.

LARGE GROUP DEPOSIT *Refundable fee of \$150 required for Groups of 150-250 at Stacy Park*

Failure to abide by all park rules; exceeding the pavilion capacity; causing damage; and/ or failing to adequately clean the pavilion following group use, will result in withholding of the security deposit.

SPECIAL USE PERMITS *Permit Fee of \$100*

1. The following uses are **only allowed in Stacy Park with a Special Use Permit** issued by the Director:
 - a. Bands, public address systems, disc jockeys, or similar forms of entertainment or communication.
 - b. Entertainment, amusement, or festival equipment or features such as, but not limited to, inflatables, rides, dunk booths, game booths, beer booths, food booths, moonwalks, tents etc.;
 - c. Portable barbeque pits or personal equipment that affixes to any park grounds or structure; and
 - d. Other uses having potentially adverse impacts (litter, noise, crowds, etc.) on park facilities, other park users, or adjacent streets or neighbors.
2. The Director may impose such requirements or restrictions on the issuance or enforcement of Special Use Permits as are reasonably necessary to prevent, mitigate, or ameliorate adverse impacts likely to result from Special Use Permit activities.

PARK POLICIES AND PROCEDURES

1. Reservation permits for pavilions and athletic fields are available for usage from **9:00AM-2:00 pm; 3:00 pm until Dusk; OR 9:00AM until Dusk**, seven days per week, during the following dates:

Stacy Park	Year-round
Indian Meadows, Irv Zeid & Villa Park	April 18 through November 15 th
2. Reservation permits are issued on a first-come, first-serve basis.
3. Olivette residents must show proof of residency to receive the resident rate. A recent utility bill or similar may be used.
4. Reservation permits are required to reserve all athletic fields and pavilions.
5. Those not having reservation permits must relinquish those facilities outlined in the permit to the permit holder.
6. The reservation permit is issued only for the time(s) and date(s) outlined on the permit.
7. The City of Olivette reserves the right to modify or revoke reservation permit due to unforeseen circumstances.
8. The proposed activity or use must not reasonably interfere with or detract from public enjoyment of the park.
9. The proposed activity or use will not entail unusual, extraordinary, or burdensome expense or police operation and/or anticipate violence, crime, or disorderly conduct.
10. Person or persons representing companies, groups or organizations signing reservation permits will be held liable.
11. Pavilions and recreation areas must be clean and free of trash and debris.
12. Golf practicing within the park area is prohibited.
13. **No motor vehicles are permitted to operate in any area of the City Park except in designated parking areas.**
14. Dogs are to be leashed and under control at all times while in the park.
15. All fires must be contained to the BBQ pits only, and all coals shall be put completely out. Do not throw coals in the trash containers.
16. The fans in the Stacy Park pavilion are operated on timers.
17. Amplified sound of any type or any loud noise or music is not permitted, unless approved by Director at Stacy Park only.
18. **Entertainment/Amusement equipment such as inflatables, rides, dunking booths, game booths, beer booths, food booths, moonwalks, petting zoos, tents etc. are not permitted without an approved, paid Special Event Permit at Stacy Park only.**
19. Any equipment such as portable BBQ pits, inflatables and awnings must have a Special Permit from the Parks & Recreation Department, available at Stacy Park only.
20. No glass containers or bottles are permitted in the park.
21. **Confetti, explosive party favors, smoke sticks, confetti cannons and fireworks are not permitted any time.**
22. Use by any individual, corporation, or organization who wishes to use City facility for an athletic league (practice/games/tournaments) requires a Special Event Permit and, must have a One (1) Million dollar general liability policy naming the City of Olivette as an additional insured. A current "Certificate of Insurance" document must be on file with the Olivette Parks and Recreation Department before a permit will be issued.
23. All reservation permits are given for the sole use of the permittee; permits are not transferable and cannot be sublet or given to any other individual, corporation, or organization.
24. **There are no refunds on reservation permits.**
25. **Please be respectful of homes neighboring the pavilions by keeping noise levels low and staying off private property. Do not park cars in front of driveways.**