



...in the center of it all

City of Olivette Parks & Recreation Department
9723 Grandview Drive, Olivette, MO 63132
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OlivetteParksandRec.com

PARK PAVILION RESERVATION APPLICATION

LOCATION REQUESTED

Please select park requesting:

Irv Zeid Pavilion Max Cap 100
9100 Old Bonhomme Road

Stacy Park Pavilion Max Cap 250
9750 Old Bonhomme Road

Villa Park Pavilion Max Cap 50
9301 Villa Drive

Stacy Park Ballfield Max Cap 100
9750 Old Bonhomme Road

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? Yes No

Amplified Sound? Yes No

Will Alcohol be served? Yes No

If Yes, please select type:

MC/Announcer Live Music D.J. Other

CONTACT INFORMATION

First & Last Name

Birthdate

Organization: Contact Name:
(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?
Yes No

Large Group Fee Needed?
Yes No

Security Deposit Needed?
Yes No

Sign Made:
Yes No

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 and sledding is prohibited.
4. No motor vehicles are permitted except in designated parking or driving areas.
5. Dogs are to be leashed (maximum six-foot lead) and under control at all times except where posted.
6. All fires must be contained to the barbeque pits only; all coals shall be put completely out and shall not be thrown in the parks trash containers.
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 allowed in Stacy Park upon issuance of 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
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. Valid occupancy permits, an unpaid utility bill or similar items may be used to verify address.
4. Reservation permits are required to reserve all athletic fields (Warson & Stacy Parks) and pavilions (Irv Zeid, Stacy & Villa Parks). The Indian Meadows Park pavilion is not available for reservation.
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 the general 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 and sledding 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. All lights and fans at 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 of Parks & Recreation.
18. Entertainment/Amusement equipment such as rides, dunking booths, game booths, beer booths, food booths, moonwalks, tents etc. are not permitted without an approved Special Event Permit with the fees paid in advance.
19. Any equipment such as portable BBQ pits, sports equipment, and awnings must have a Special Permit from the Parks & Recreation Department.
20. No glass containers or bottles are permitted in the park.
21. Use by any individual, corporation, or organization who wishes of a City facility for league use (practice/games/tournaments etc.) 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 permits will be issued.
22. 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.
23. **There are no refunds on reservation permits.**