

Gazebo Rental Application

1. APPLICANT

Name: _____ Street Address _____

City _____ State _____ Zip Code _____

Phone No.: _____ Email Address _____

2. REQUESTED DAY AND TIMES

DATE: _____ START TIME: _____ END TIME _____

3. REASON FOR RENTAL

4. AGREEMENT AND MAINTENANCE INSTRUCTIONS

1. Chairs may be set up if needed (provided by applicant.)
2. All decorations and rubbish must be removed after the ceremony.
3. No bird seed or paper confetti are allowed in gazebo area.
4. There is an electrical outlet located on the gazebo for applicant's use.
5. No decorations or displays of any kind will be attached to any structure either interior or exterior, any pole or tree by the use of staples, nails, screws, tacks, wire, tape or any other device that in any way will put a hole in or damage the finish of the structure. All decorations and displays must conform to state and city fire and safety codes.
6. Any personal property of the applicant or applicant's guests brought into the premises and left there either prior to or following any event, shall be at the sole risk of the applicant and the city shall not be liable for any loss or damage to any such property for any reason.
7. Vehicles are not allowed to drive across lawns, sidewalks or any other surface structures to facility for unloading.
8. Applicant agrees to conduct the event in an orderly manner, in full compliance with all applicable laws, regulations and rules. Applicant assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the premises during any time such premises are under the control of applicant or applicant's guests.
9. Applicant assumes full responsibility for cleaning outlined in Maintenance Checklist. A fee of \$20 per hour will be charged if applicant fails to clean.
10. No candles or liquid fuel devices will be allowed in the gazebo or park.

5. MAINTENANCE CHECKLIST

- 1. _____ Gazebo left clean and neat.
- 2. _____ All temporary decorations are removed.
- 3. _____ All applicant's materials are removed from premises.
- 4. _____ All garbage is removed.

5. GAZEBO FEE

- 1. Gazebo rental fee is \$20 an hour.
- 2. Fee must be paid at city hall when permit is issued.
- 3. The use of the gazebo is by permit only. Permits are issued on a first come, first served basis.
- 4. Applications must be submitted 30 days in advance to be reviewed by the City.

6. APPLICANT SIGNATURE REQUIRED

I, the undersigned, do hereby agree to abide by the rules stated and the rules and maintenance instructions provided to me in this contract. It is further agreed that the undersigned hereby agrees to indemnify and hold harmless the city, its employees, officers and officials from any liability, causes or action, and claims for damages or personal injuries which may result from the undersigned use and occupancy of the facility.

Signature: _____ Date: _____

Fee due _____ Paid: _____