



WRIGHT CITY PARKS FACILITY RESERVATION APPLICATION

| | |
|-------------------|-------|
| Office Use Only | |
| Date: | _____ |
| Deposit Received: | _____ |
| Deposit Returned: | _____ |

Date: _____ Date Requested: _____

| | | |
|--|--|--|
| <input type="checkbox"/> Diekroeger Main Pavilion | <input type="checkbox"/> Ruge Park West Pavilion | <input type="checkbox"/> Ruge Ballfield West (1) |
| <input type="checkbox"/> Basketball Courts Ruge/Diekroeger | <input type="checkbox"/> Ruge Park East Pavilion | <input type="checkbox"/> Ruge Ballfield East (2) |

Name: _____

Address: _____ City: _____ State: _____

Email Address: _____

Daytime Phone: () _____ - _____ Evening Phone: () _____ - _____

Time Requested: (Start & Finish) _____

(Note, All events are over at 8:00 pm and must be cleared from the park by 9:00 pm.)

Type of Event: _____ Estimated Attendance: _____

| | | | |
|--------------------|--|---------|----------|
| Non-Refundable Fee | (City Residents) | \$45.00 | \$ _____ |
| Non-Refundable Fee | (Non Residents) | \$70.00 | \$ _____ |
| Alcohol Permit Fee | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$25.00 | \$ _____ |

| | | | | |
|-------------------|--|-----------------------------------|-------------------------------------|----------|
| Ball Fields | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> West (1) | <input type="checkbox"/> East (2) | |
| Basketball Courts | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Ruge | <input type="checkbox"/> Diekroeger | |
| Per Hour | (City Residents) | \$30.00 | | \$ _____ |
| Per Hour | (Non Residents) | \$45.00 | | \$ _____ |

If Alcohol OR 50+ people are present a \$100 Cleaning and Damage Deposit is Required. \$ _____

This deposit is refundable after inspection and approval of park staff.

(By Ordinance, No Alcohol is allowed in a City Park Without a Permit.)

Total Fees: \$ _____

- A copy of the responsible applicant's driver's license and proof of residency is required.
- Alcohol is **PROHIBITED** in any City Park without a Special Permit.
- All Fees and Deposits must be paid before the reservation is issued.
- Permits will be posted by the Wright City Parks Department on the day of the event.

My signature on this form indicates I have read the guidelines and agree to abide by them.

Signature of Responsible Party: _____ Date: _____

Special Events Must Be Approved by the Parks Department

(See attachment for policy and definitions of Special Events.)

| | |
|---------------------|--|
| Special Event | Special Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Alcoholic Beverages | Special Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Vendors | Special Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Entertainment | Special Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No |

If Yes; what type will it be, and will it be heard for more that 50 ft. from the source: _____

Special Permit Approved By: _____ Date: _____

GUIDELINES FOR THE USE OF THE PARKS FACILITIES

REGULATIONS FOR THE ENJOYMENT OF THE PARKS AND FACILITIES

- No reservations will be made unless accompanied by a payment
- Fees are due prior to the issuance of permits.
- Cancellation of usage is required at least 10 days prior to the reservation date. For refunds a \$25.00 Processing Fee will be applied on refund requests.
- Each guest is responsible for leaving the assigned area clean
- Each user is responsible for the cost of damages incurred while using City Facilities.
- Wright City exercises a Hold Harmless Policy during the use of all facilities
- For the safety of guests, **DO NOT USE GLASS CONTAINERS. GLASS CONTAINERS ARE PROHIBITED.**
- Consumption of alcoholic beverages is prohibited. (Except by Special Permit)
- **Parks are open from dawn to dusk. Permits for park usage are issued for hours between 8:00 am to 8:00 pm. All events must be cleared from the park by 9:00 pm.** (Except by Special Permit)
- A certificate of insurance may be required.
- Special requests must be approved and specified on the Special Permit Form.
- No banners or advertisements may be posted in the parks without the approval of the Parks Department.
- Anytime there is attendance of 100+ and/or alcohol is present, security may be required. (Wright City Police Officer \$20.00 per hour)
- If alcohol OR 50+ people are present a \$100.00 Cleaning / Damage Deposit may be charged. This Deposit will be refunded after inspection and approval of the Park Staff.

PARKGROUNDS & PAVILIONS

- Reservations can be made for use of facilities – unscheduled facilities are available on a first-come, first-serve basis.
- Vehicles may be operated in designated traffic areas only. Trails and paths are for foot traffic only- motorized vehicles are prohibited in these areas.
- Pavilions must be left clean; trash placed in trash receptacles.
- Picnic tables are not to be moved from the pavilion.
- If portable grills are used, do not dump hot ashes where fires may be ignited

ATHLETIC FIELDS

- Use of wet fields is strictly prohibited.
- Reservations can be made for the use of the fields – unscheduled fields are available on a first-come first-serve basis.
- Participants and guests must use sportsmanship-like conduct at all times.
- The Parks Department reserves the right to post field closings at any time.

PEDESTRIAN & BIKE TRAILS

- Guests are expected to be courteous and respectful to other users.
- Trails are open from dawn to dusk.
- Motorized vehicles are prohibited on trails or in the parks
- Pests must be on a leash and owners are responsible for immediate clean up

Wright City does not discriminate in employment or in admission and access to programs and activities on the basis of age, sex, nationality, religion, creed, or handicap status.

My Signature on this form indicates I have read the guidelines and agree to abide by them.

Print Name: _____

Signature

Date

In Case of Emergency Park Staff can be contacted at (636) 745-2804 or (800) 237-9020

FOR INFORMATION OR RESERVATIONS CALL (636) 745-3101

WRIGHT CITY PARKS DEPARTMENT POLICY FOR SPECIAL EVENTS



What types of events require a Special Events Use Permit?

A Special Event Use Permit is needed when one or more of the following criteria applies to your event or activity

- 50 or more people at any Wright City Park facility for an event
- For events in Wil Heiliger Building (IE: partys, receptions, dinners, family or individual functions)
- Live musical entertainment will be provided that can be heard more than 50 ft from the source
- A fee will be collected for attendance: (donations, admissions, concessions, or merchandise sales)
- Use of temporary structures or facilities such as tents, shade structures, stages, booths or amusement devices (bounce houses, carnival rides) etc.
- Closing of any portion of a park to the general public
- Animals on display, for show, or for rides
- Hot air balloons or any apparatus for aviation ascent or descent onto City property
- Use of any facility in a manner other than their specific recreational use

What types of events will require a certificate of insurance and what are the requirements?

- Any event that requires a Special Event Use Permit may require a certificate of insurance
- Certificate of insurance requirements are:
 - Insurance policy must be in the amount of \$4 million aggregate and \$2 million for each occurrence
 - The City of Wright City must be listed as additionally insured
 - An endorsement page must be included with the certificate
 - Additional insurance may be required for certain events as deemed necessary by the City
- The certificate must be provided no later than 30 days prior to the event

What types of agencies and/or events qualify for non-profit status?

- Non-profit agencies must be registered with the State of Missouri and provide their State Charter number on the Special Event Use Application
- Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status
- Non-profit agencies partnering with a commercial/for-profit agency where the non-profit agency receives less than 75% of the funds raised will be considered under the commercial guidelines (example: Circus where sponsoring agency receives 50% of advance ticket sales and 10% of circus day ticket sales.)

How far in advance must I submit my application for a Special Event and how long will it take to be reviewed?

- Special Event Use Permits must be submitted at least 60 days in advance; however, some uses may require review by the Park Board, Board of Alderman, City Attorney and other City officials requiring additional time for processing. (Most will be reviewed within 5 working days unless further review is necessary.)

What other items will I need to hold a Special Event at a park or facility?

In addition to the Park Special Event Use Permit Application, the following items may be required depending on your event.

- Business License for sale of food or merchandise. These forms are available at City Hall. (Contact 636-745-3101)
- Event off-site signage (advertisement) is regulated by City ordinance. (Contact City Hall 636-745-3101)
- Detailed Site Map and/or Route Map – Submitted to the W. C. Parks Department at least 10 business days prior the event
- Detailed schedule of event activities – Submitted to the W. C. Parks Department at least 10 business days prior the event
- If attendance is will be 100+ and alcohol is present, event security may be required. (Wright City Police Officer at current hourly rate)