



**EUREKA PARKS AND RECREATION  
COMMUNITY CENTER  
333 Bald Hill Road (physical address)  
1 Coffey Park Lane (mailing address)  
Eureka, MO 63025  
Main Hall Rental Application**

Rentals are not considered confirmed until a permit has been issued by a supervisor. We recommend not sending out any type of confirmation until you have received this permit.

**NAME** \_\_\_\_\_

**RENTAL FEE** \$ \_\_\_\_\_

**PHYSICAL ADDRESS** \_\_\_\_\_

**DAMAGE/CLEANUP DEPOSIT** \$ \_\_\_\_\_

**P.O. BOX** \_\_\_\_\_

**MICROPHONE DEPOSIT** \$ \_\_\_\_\_  
(If Applicable)

**CITY, STATE, ZIP** \_\_\_\_\_

**TOTAL RENTAL** \$ \_\_\_\_\_

**ORGANIZATION/BUSINESS** \_\_\_\_\_

**DEPOSIT(S) PAID** \$ \_\_\_\_\_

**OCCASION** \_\_\_\_\_

**BALANCE DUE** \$ \_\_\_\_\_

**PHONE (HOME) (CELL)** \_\_\_\_\_

**RENTAL FEE PAID** \$ \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**AMOUNT REFUNDED** \$ \_\_\_\_\_ **DATE REF.** \_\_\_\_\_

**Application Date** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

**Resident** \_\_\_\_\_ **Non-Resident** \_\_\_\_\_

**Room Required\*\*** Multi-Purpose

**Number of People** \_\_\_\_\_  
(Fire Code for the Main Hall is 227 people)

**Set-up Time:** \_\_\_\_\_ to \_\_\_\_\_

**Alcohol on premises:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_

**Stage Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Event End Time:** \_\_\_\_\_

**Walk-In Cooler Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Departure Time:** \_\_\_\_\_

**Microphone Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_  
(An additional deposit is required)

**Meeting Room Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Tenant Initials** \_\_\_\_\_

## REGULATIONS/ INFORMATION

1. Reservations for the multi-purpose room will not be accepted more than twelve (12) months in advance.
2. Rental of the multi-purpose hall includes the use of the main hall, meeting room, bar area, walk-in cooler and kitchen facilities. The kitchen includes the ice machine, stove, sink, counters and tables. Kitchen supplies are not included in the rental.
3. Activity exceptions:
  - A. No public auctions may be held in the Community Center.
  - B. Silent auctions may be held by special permission.
  - C. No for-profit events.
  - D. Alcohol sales without the proper licenses from the State of Missouri and City of Eureka.
4. Rental dates will not be held without this signed agreement and paid refundable security deposit. The rental fees are due forty five (45) days prior to the rental date. If the balance is not paid forty five (45) days prior to the rental date, your reservation will be cancelled and your rental fee will be retained by the City of Eureka. Your deposit will be returned.
5. No more than four (4) weekend days per calendar year may be reserved by any one organization/individual (Friday - Saturday), unless approved by the Board of Aldermen.
6. Cancellation of the rental agreement must be submitted in writing no less than forty five (45) prior to the rental date; otherwise, 50% of the rental fee will be retained.
7. Damage/cleanup deposit refunds will be refunded back to the credit card used, or mailed 3 - 4 weeks after the completion of the rental if paid by cash/check. Should any damages and/or insufficient cleanup occur:
  - A. Damage or insufficient cleanup will be noted on check-out sheet.
  - B. The tenant will be contacted within ten (10) business days via written notification of any cost incurred by damages/insufficient cleanup.
  - C. The damage/cleanup cost will be deducted from the damage/cleanup deposit.
  - D. The amount of the damage/cleanup cost which exceeds the deposit will be billed to the tenant and due within ten (10) days of the notification.
8. Definition of rental times:
  - A. **Set-up Time** - the time when the tenant may have access to the facility for decorating, bringing in supplies, setting up tables & chairs, etc.
  - B. **Event Start Time** - the time the function begins.
  - C. **Event End Time** - the time the function ends and the guests depart. This is when the music stops, food and refreshments are no longer served, and the lights are turned on. **BAR MUST CLOSE AND MUSIC MUST STOP NO LATER THAN MIDNIGHT.**
  - D. **Departure Time** - the time everyone, including the band, caterers and tenant are to be out of the building. The time between the occasion stop time and the departure time is used by the tenant for asking guests to leave, cleanup and remove supplies, including tables and chairs. The Community Center **MUST** be closed by 1:00 a.m. **Be certain to allow enough time to accomplish this.**
9. Tenant responsibilities:
  - A. If the tenant is not able to attend the rental function, he/she must designate another person responsible for the function and inform the Parks & Recreation staff. Staff must be notified of any changes on the Friday prior to the rental. The tenant is liable for all damages/cleanup as stated in the contract.
  - B. Guests are restricted to the rental area of the building.
  - C. All food and beverages must remain in the building.
  - D. Upon arrival and departure, the tenant will check in with a Community Center attendant.
  - E. Decorations are to be affixed with **painters tape** or hung from the nails provided. Additional nails and staples are not allowed to be used to affix any decorations. Tenant is responsible for removal of any decorations. **\*\*CONFETTI IS NOT PERMITTED.\*\***
  - F. **Tenants are responsible for entire cleanup following activity.** Cleanup includes wiping down and putting away tables and chairs, removal of trash and debris (including cardboard boxes), wiping down bar area and kitchen (including stove, sink, counters and tables).

**Tenant Initials** \_\_\_\_\_

- G. All items brought into the Community Center MUST be removed by the tenant before leaving the building. The City will not be held responsible for any items left behind.
  - H. Tenant must notify the building attendant immediately of any spills, broken items or items not working properly.
  - I. All City-owned property must remain inside of the Community Center at all times.
  - J. No open flames are allowed. Candles must be in a contained area, such as votives or hurricanes, at all times.
10. Smoking is not permitted inside the Community Center.
  11. The tenant has the right to use the specified premises, as stated in the contract, and no other. The tenant shall not sublet the premises.
  12. The tenant shall use the facility in a safe and careful manner, and shall comply with all applicable Municipal, State and Federal Laws, and rules and regulations as prescribed by the Fire and Police departments. The tenant shall not in any way, mar, deface, alter, or damage any part of the facility.
  13. All portions of the sidewalks, entries, passages, vestibules, halls, doors, and all ways of access to the premises and into any place on the premises shall in no way be obstructed by the tenant.
  14. The tenant shall indemnify the City from all loss and expenses from liability, or claim of liability, for injury or damage to person or property claimed to have been sustained, through use of the facility, whether such use is authorized or not. The tenant shall pay for any and all damages, or loss or theft to the property done by the tenant, or guests, patrons, employees, or invitees of the tenant.
  15. The City of Eureka is released from all liability for any loss, injury, or damages to persons or property that may be sustained through rental of the facility.
  16. In the handling or custody of property of any kind shipped or delivered to the premises at any time, the City and its employees shall act solely for the accommodation of the tenant and shall not be liable for any loss, damage or injury to such property.
  17. No rental agreements will be accepted signed by persons under 18 years of age. Persons 20 years and younger will be instructed that no alcohol will be permitted on the premises.
  18. Persons 21 years and older may enter into this agreement and include alcohol on the premises, provided there is compliance with all laws. This person is the responsible party and must control the consumption of alcohol by all guests.
  19. It is agreed by and between the parties hereto that the ordinances of the City and policies of the Parks and Recreation Department shall be and are a part of the rental agreement, as though they were set out in full herein.
  20. The City reserves the right to cancel any reservation with reasonable cause or to require such additional safeguards, before or during the function, as it may deem necessary.
  21. This rental agreement and all terms and conditions shall be binding to the benefit of the parties hereto, their heirs, executor, administrators, personal representatives, successors and assigns.
  22. As the tenant and/or representative for the Community Center rental identified on page one (1) of this agreement I have read and agree to comply with all regulations.
  23. My signature on this form further gives permission to the City to take photographs/videos of me, and my family, if applicable, at this event and to use these images for future promotions.

IN THE WITNESS THEREOF WE HAVE HEREUNTO SET OUR HANDS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_  
**CITY OF EUREKA**

BY: \_\_\_\_\_  
**TENANT OR REPRESENTATIVE**