

CITY OF CALDWELL, KANSAS
14 W CENTRAL - CALDWELL, KANSAS 67022 - 620.845.6514



PARK PLACE
BUILDING RENTAL/USE REQUEST



GRANTING OF PERMISSION TO USE THE COMMUNITY BUILDING DOES NOT IN ANY WAY CONSTITUTE
AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY
THE CITY OF CALDWELL, KANSAS

This form must be completed in its entirety and returned to the City Office before your event.

All payments and deposits shall be received at least 10 business days before the event.
You may pay the rental fee and deposit separately. The facility deposit will be returned to you via the original
payment method after the post-event facility inspection to ensure you have returned the facility to its original
state and there are no damages

Please make all checks payable to "City of Caldwell".

FACILITY RENTAL RATE INFORMATION

\$100 DAILY FEE + \$75 REFUNDABLE FACILITY USE DEPOSIT

Each day in addition, used prior to event, that the building is occupied by renter for set-up, decorating, etc.
shall be charged at the rates listed above for use.

RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Organization: _____

Individual/Contact Person: _____ Phone: _____

Address: _____ Email: _____

EVENT INFORMATION:

Type of Event: _____ Event Date: _____

Total Expected Attendance: _____

Time of Rental (Including Set up/Clean up**)**

FROM

TO

Date: _____

Time: _____

Date: _____

Time: _____

Are you charging fees for any aspect of your Activity? Yes No

If YES, please list fees:

FOOD:

Do you intend to serve food? Yes No

ALCOHOLIC BEVERAGE USE:

Are you requesting permission for alcoholic beverage use? Yes No

If yes, you must complete the following Alcohol Consumption Exemption Application to allow consumption of premise.

- Type of Alcohol: Beer Wine Liquor
- How Dispensed: Open Bar BYOB

ALCOHOL CONSUMPTION EXEMPTION:

COMPLETE THIS FORM IF YOU ARE REQUESTING PERMISSION FOR ALCOHOLIC BEVERAGE CONSUMPTION

I, _____, ON BEHALF OF MYSELF/_____ ORGANIZATION, WILL BE RENTING PARK PLACE AT 619 W CENTAL – CALDWELL, KS 67022 AND HEREBY REQUEST THE CITY COMMISSION TO ALLOW MY/OUR PRIVATE EVENT AN ALCOHOL CONSUMPTION EXEMPTION PURSUANT TO ORDINANCE NO. 1339:

EVENT DATE: _____ EVENT TIME: _____ AM/PM TO _____ AM/PM

EVENT TYPE: _____ ESTIMATED ATTENDANCE: _____

1. The consumption of alcoholic beverages is NOT ALLOWED in or on the premises unless expressly authorized by the City Commissioners.
2. If alcoholic beverages are permitted, the use shall be confined to the INTERIOR OF THE FACILITY and the Renter acknowledges and agrees to uphold state law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years.
3. Lessee is responsible for the removal of all alcohol beverage containers from the facility at the completion of the event including empty bottles and cans.
4. Alcoholic beverages CAN NOT be sold.
5. The alcohol consumption exemption will not appear in any event advertising.

APPLICANT SIGNATURE: _____ DATE: _____

EMPLOYEE USE

DATE RECEIVED

DATE REVIEWED

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

APPROVED _____ DENIED _____ EMPLOYEE SIGNATURE _____

FACILITY USE TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

1. Children accompanying adults must be supervised at all times.
2. All food and drink shall be confined to the facility.
3. The City of Caldwell reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as a prerequisite to rental.
4. The City of Caldwell does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
5. Any items/supplies brought into the facility or placed on the property must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
6. Tables and chairs should remain inside the building should be used wisely. Never move the tables with items on them or allow people to sit on them at any time.
7. Renter is responsible for the complete clean-up of the facility at the conclusion of their event. We ask that you ensure the following is done to ensure the facility is presentable for the next event
 - Tables and chairs wiped down and put away
 - Floors swept/mopped – main area, kitchen, and both bathrooms
 - All Trash removed from the main area, kitchen, and both bathrooms. It is to be put in the cart outside the facility
 - All food removed from the fridge and freezer
 - Microwave, oven, and fridge interiors and exteriors wiped down and free of food/residue
 - All food/dishes/etc. removed from the sinks and sinks wiped down and free of food/residue
 - Countertops wiped down and free of any residue
 - Bathroom sinks wiped down and free of residue, toilets flushed and cleaned, to be free of ANY residue

Failure to leave the building as it was found may hinder your chance of any future rentals as well as the forfeiture of your facility use deposit. Please be a responsible renter.
8. A post rental inspection will be performed and if any of the guidelines are found to be violated, you will forfeit your facility use deposit and may be charged with paying for any necessary repairs to the building. User agrees to reimburse the City of Caldwell the cost of repair or replacement for any damage to any property, real or personal of the City of Caldwell and/or its property, caused by any person attending the function for which the building and/or its property was used.
9. The City of Caldwell is not responsible for damages or claims of any kind, whether to persons or property, arising from an incident during occupancy of the building and/or its property. The User agrees to indemnify and hold harmless the City of Caldwell, its employees or City Commissioners from all such damages and claims of every kind.
10. User shall not admit to Park Place and/or its property a larger number of persons that can safely and freely move about in the building. In addition, the User shall take reasonable precautions to prevent unauthorized persons from entering and/or occupying the premises.
11. User agrees that no unlawful use shall be made of the building and/or its property, and user agrees to comply with the rules and regulations of the City of Caldwell. *No illegal drugs of any kind shall be allowed in the facility or on its property. Smoking of any kind shall not be allowed in the building or on the premises.*

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. The federal, state, and local governments have declared emergencies and issued public health directives and guidance related to COVID-19. The City has adopted sanitizing protocols between uses to help prevent the spread of COVID-19 within their rental facilities. If you would like to know the protocols specific to the facility that you are using, please contact City Hall at (620) 845.6514.

In addition, the City strongly encourages all facility users to comply with the CDC's Prevention Guidelines & Recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Please be aware that the following regulations apply to your reservation and/or rental agreement for any rental facility owned by the City of Caldwell:

- You are solely responsible for ensuring how your private use will meet applicable public health directives in effect at the time of your event. Public health directive includes state laws, rules, regulations, and executive orders; federal laws or regulations including those from the CDC and OSHA, and any local health order.
- You are solely responsible for informing your event attendees of any applicable health directives or personal hygiene recommendations that apply to their attendance.
- During your private use, the City cannot provide Employees to monitor or enforce compliance with applicable public health directives or personal hygiene recommendations. You are solely responsible for monitoring and enforcement.
- As with the nature of any illness, the City cannot guarantee that you or your event attendees will not become infected with COVID-19 from your reservation, rental, or use of a City facility. You should inform your event attendees of the COVID-19 risks associated with your private use.

In requesting the use of Park Place, I hereby acknowledge that I have read and understood the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____