

Waverly Leisure Services Department
Special Uses Requests
(10-29-14)

Fees:

All rents are due and payable at the time of the reservation. No reservation will be entered without payment accompanying this completed form. Reservations can be made for the calendar year on the first business day after January 1. The Waverly Leisure Services Office (200 1st St NE) is open between 8:00 a.m. and 4:30 p.m., Monday through Friday. Reservation includes use of amphitheater grounds, sound system and transmitter microphone.

Performance area fees: \$50/ 2 hour period \$100 Deposit
 \$100/ 4 hour period
 \$200/ over 4 hours or any event expecting over 100 participants.

If desired, the group can contract with Wright Sound Systems (233-5887) for an advanced (equalized/balanced) audio performance. His fees (2015) based upon availability are 60.00 for the first 2 hours or less and 20.00 for each additional hour.

Hours Available for Rent:

The Performance Area are available for rent from 8:00 am to 11:00pm (midnight), 7 days a week based on a first-come-first-serve basis. All Leisure Services events and scheduled community events take priority over private use. Any reservation lasting to 11pm must stop all activity and have the park cleared by the closing hour of midnight.

Deposit and Damage

All groups renting the performance area must pay a deposit of \$100. This covers potential damages beyond normal wear and tear to the area, restrooms, loss of equipment and cancellations. Refuse must be in the provided containers. Facilities will be inspected after use. If there is any damage found that is thought to be the result of misuse or lack of care, the cost for repair and staff time will be deducted from the damage deposit paid at time of reservation. Any additional costs will be billed to the user/organization. The deposit is not a limit of liability. If there is no damage, the deposit check will be mailed back to the group.

Cancellation/Refund Policy:

If a performance area reservation is cancelled two weeks or less before date of reservation there will be no refund. If cancellation is made outside of two weeks there will be a refund of the \$100 deposit or the reservation fee – whichever is less, minus the \$3.00 check processing fee.

Equipment:

You must indicate on use agreement your intent of using any amplification, information for space required, and accommodations. Tables must not be moved out of shelters. Refuse containers are provided near the facilities.

Signage:

You may put up a maximum of 2 arrowed signs to direct persons attending your event/meeting in the park. You are responsible for removing the signage upon the conclusion of your event. The signs must not be attached to any permanent park feature.

Supplies:

No supplies are provided by the City. You are responsible for bringing your own supplies.

Parking

Parking is available in adjacent parking lots and on street parking. **No driving or parking on the grass –park on designated areas.**

Prohibited

Keg alcoholic beverages unless a keg permit has been obtained.

Persons guilty of using loud or profane language.

Rowdy, unruly conduct and/or disturbing others will be asked to leave or be reported to the police..

State law prohibits gambling.

Any sounds that exceed 70dcb at a 150ft distance.

Organization or Individual: _____

Contact Person: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____ Fax: _____

Event: _____

Date(s) of Event: _____

Time of Event: _____

Description of Activity: _____

Certificate of Insurance: _____

Equipment/Facilities Requested: _____

Extra Waste Receptacles: _____

Porta Potty (Extra Charge): _____

Picnic Tables (Extra Charge): _____

Amphitheatre – Sound System/Microphones: _____

Fees Paid: _____ Deposit: _____

Date Equipment Out: _____ Date Equipment Returned: _____

We hereby release and forever discharge, save and hold harmless the City of Waverly, its agents and employees, from any responsibility for damage or injury which may be caused to any person or property by reason of our use of the City meeting facilities or shelter arising out of any negligent or willful act or omission of any person/entity or of any employee or agent of that person/entity to the degree such indemnification is allowed by law. I hereby affirm that the information I have provided is true and correct.

Signature of Responsible Party: _____

Original In Shelter Book _____

Copy In Parks Bin _____

Copy to Customer _____