



Room Setup # \_\_\_\_\_

## Shawnee Civic Centre Reservation Request Form

Contact \_\_\_\_\_

Organization/Group \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-Mail \_\_\_\_\_

Description of Event \_\_\_\_\_ # Attending \_\_\_\_\_

Room Requested \_\_\_\_\_

|                        |                    |  |
|------------------------|--------------------|--|
| <b>Dates requested</b> | <b>Day of week</b> | <b>Time requested</b> **Include set-up and clean-up time |
| _____                  | _____              | _____ to _____   |
| _____                  | _____              | _____ to _____   |

**Rental Hours:** Monday - Thursday 8:00 a.m. to 9:00 p.m., Friday and Saturday 8:00 a.m. to 12:00 a.m., Sunday 12:00 p.m. - 9:00 p.m.

**By signing below you acknowledge that you have read, understand and agree to all terms and conditions listed in the Civic Centre packet. You also agree to pay all fees related to the facility rental.**

- Alcohol will not be served
  Alcohol will be served (see security policy)

**Client Signature:** \_\_\_\_\_

**STAFF USE ONLY**

|  |                                       |
|--|---------------------------------------|
| Rental Fee _____ hrs X \$ _____ per hr = \$ _____  | Extension Cord (\$5.00 each) \$ _____ |
| Damage Deposit (\$200 due week of rental) \$ _____ | Easel (\$10.00 each) \$ _____         |
| <b>SUBTOTAL</b> \$ _____                           | Microphone(s) (\$10.00 each) \$ _____ |
| Amount Paid \$ _____                               | Portable Projector (\$15.00) \$ _____ |
| <b>REMAINING BALANCE</b> \$ _____                  | Podium (\$10.00) \$ _____             |
| Payment Received \$ _____                          | Screen (\$15.00) \$ _____             |
| <b>BALANCE DUE</b> \$ _____                        | Stage (\$25.00) \$ _____              |
|  | Presentation TV (\$35.00) \$ _____    |
|  | Dogwood LCD (\$35.00) \$ _____        |
|  | Coffee (\$10.00) \$ _____             |



# Shawnee Civic Centre Payment and Cancellation Policy

## Damage Deposit

- A \$200 damage deposit will be pre-authorized on the last business day prior to the rental date. It is the responsibility of the renter to contact the Shawnee Parks and Recreation Department for payment of the damage deposit. Assuming no damage has occurred the pre-authorization will be dropped 7 - 10 business day after your rental date. If after an activity, additional janitorial maintenance is required (other than the normal cleaning process) or if damage exceeds the \$200 deposit additional fees may be assessed.

Initials \_\_\_\_\_

## Payment

- Rentals less than \$100 shall be paid in full at the time of reservation
- Rentals that exceed \$100 have two options:
  - Full Payment** - At the time of reservation full payment will be made
  - Partial Payment** - At the time of reservation, 50% of the rental fee is due. The remaining balance will be due ten (10) weeks prior to the rental date. In the event that full payment is NOT made on time, The Shawnee Parks and Recreation Department has the right to cancel the rental.

Initials \_\_\_\_\_

## Room Cancellation Policy

If circumstances arise that would cause the cancellation of your event, the following cancellation schedule applies:

| If Reservation is Cancelled      | Renter Receives             |
|----------------------------------|-----------------------------|
| 10 weeks from the event          | 90% refund of rental issued |
| 9 weeks from the event           | 80% refund of rental issued |
| 8 weeks from the event           | 70% refund of rental issued |
| 7 weeks from the event           | 60% refund of rental issued |
| 6 weeks from the event           | 50% refund of rental issued |
| 5 weeks from the event           | 40% refund of rental issued |
| 4 weeks and fewer from the event | No refund issued            |

Initials \_\_\_\_\_



## Shawnee Civic Centre Security Requirements

Renter is required to provide security at the renter's expense when one or more of the following apply:

- Alcohol is being served and there will be more than 100 people in attendance .
- Deemed necessary by the Parks and Recreation Director due to the nature and size of the event (i.e. concerts, large parties, dances, youth events, etc.).

### **Additional Information Regarding Security**

- Attendance of 100 - 240 will require one (1) security officer, more than 240 in attendance will require two (2) security officers.
- The cost of security is \$50 per hour per officer.
- Security is required when rental guests arrive and throughout remaining rental contract period.
- The security officers will be off-duty uniformed Shawnee Police Officers.
- In the event of a cash bar, renter must provide proof of temporary State and City Liquor Licenses.
- If rental has alcohol, it must remain within contracted rental space.

The renter is responsible for contacting the Shawnee Police Department at (913) 742-6783 or via email at [dhillman@cityofshawnee.org](mailto:dhillman@cityofshawnee.org) or online at [www.cityofshawnee.org/hireofficer](http://www.cityofshawnee.org/hireofficer) to make all security arrangements **at least 6 weeks prior to rental date.**

Please have the following information available prior to contacting the Shawnee Police Department:

- Name
- Address
- Phone #
- Date/Time of the event
- Type of Event
- Expected Number in Attendance

By signing below you acknowledge that you have read, understand, and agree to all terms and conditions listed above.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



## Shawnee Civic Centre General Rules and Regulations

- All reservations must be made in person at the Shawnee Civic Centre.
- Reservations may be made up to one (1) year in advance and shall be on a first come first serve basis. Requests for a year in advance will be accepted on the first working day of the month.
- Reservation requests must be made and signed by an adult (21) years or older.
- Person named on the Rental Request Form shall be on-site during the entire rental and responsible for the guests and their compliance with all rules and regulations.
- Groups mainly composed of youth ages 18 and younger must always be supervised by an adult and may be subject to additional staff charges. No alcohol service will be allowed for these events.
- The applicant, as well as the group or organization the applicant represents, will be responsible for any damage to Civic Centre equipment or property.
- Additional charges may be assessed if the damage or cleaning requirements exceeds the \$200 deposit.
- Renter is responsible for cleanup. All trash, debris, decorations etc. shall be removed at the conclusion of the room rental. Room should be left in the condition that it was found.
- No glitter, sequins, loose decorations, or confetti including balloons, streamers or cannons allowed. No fog machines, cold sparks, or dry ice allowed.
- No candles or open flames shall be allowed.
- Decorations are not permitted for attachment on the walls or ceiling in any upstairs rental space.
- Decibel level shall not exceed 80dB.
- The applicant may use only those facilities designated on the rental request form. Renter set-up and clean up requirements must be included in rental time.
- All persons must leave the premises at the conclusion of the time designated on the rental agreement. Failure to do so may result in additional charges.
- Parks and Recreation Director is the final authorizer of permits and reserves right to cancel based on policy.

### Room Descriptions

| Gym  | Cedar Rooms  | Redbud Room   | Dogwood Room   |
|--|--|---|--|
| Can hold up to 400 people, both round and rectangular tables available, brick patio, great for large events. | Will hold anywhere from 25 to 75 people, rectangle tables available, direct access to the small kitchen, perfect for business meetings or small parties. | Semicircular room with a scenic view, can hold up to 75 people, rectangle tables available, popular for birthdays, baby or wedding showers, or other family gatherings. | Circular room, will accommodate up to 65 people, rectangle tables available, built in LCD screen and projector available for rent. |



## Shawnee Civic Centre Rates

| Civic Centre Hourly Rates                |                       |                               |              |              |
|--|-----------------------|-------------------------------|--------------|--------------|
| Maximum Room Capacity<br>(per fire code) | Civic<br>Organization | Shawnee<br>Residents/Business | Non-Resident | Commercial   |
| Gym (400)                                | \$72/86.40            | \$90/108                      | \$120/144    | \$149/178.80 |
| Gym/Kitchen (400)                        | \$92/110.40           | \$115/138                     | \$153/183.60 | \$191/229.20 |
| Cedar Room 1 (18-25)                     | \$12/14.40            | \$15/18                       | \$20/24      | \$25/30      |
| Cedar Room 1 & 2 (36-50)                 | \$24/28.80            | \$30/36                       | \$40/48      | \$50/60      |
| All 3 Cedar Rooms (48-75)                | \$32/38.40            | \$40/48                       | \$53/63.60   | \$66/79.20   |
| Dogwood Room (54-65)                     | \$32/38.40            | \$40/48                       | \$53/63.60   | \$66/79.20   |
| Redbud Room (72-75)                      | \$32/38.40            | \$40/48                       | \$53/63.60   | \$66/79.20   |
| ½ Redbud Room (30-40)                    | \$16/19.20            | \$20/24                       | \$27/32.40   | \$33/39.60   |
| Large Kitchen                            | \$20/24               | \$25/30                       | \$33/39.60   | \$42/50.40   |
| Small Kitchen                            | 0                     | \$5/6                         | \$7/8.40     | \$8/9.60     |
| All Upstairs Meeting (102-150)           | \$68/81.60            | \$85/102                      | \$113/135.60 | \$141/169.20 |
| Full Building Rental                     | \$192/230.40          | \$240/288                     | \$319/382.80 | \$398/477.60 |

**\*Please note: a 20% premium will be applied to all Saturday rentals**

**Maximum Room Capacity** - The first number represents party style maximum capacity with tables and chairs. The second, higher number, represents maximum capacity lecture style with chairs only.

**Civic** - An organization with an office located within the City limits of Shawnee meeting the Internal Revenue Service qualifications for 501(c)(3) status.

**Resident/Business** - A business with an office in the City limits (for non-business activity) primary living domicile in City limits. Non-business related activity by non-resident of a Shawnee business does not qualify under this category.

**Non-Resident** - An individual whose primary living domicile is outside the City limits of Shawnee.

**Commercial** - When a fee will be charged by the renter to others to use the facility, either by an admission charge at the door, advance ticket sales or registration fees; or when company business will be conducted.