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 _____

Dates requested	**Day of week**	**Time requested** **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)	$ _____
		Microphone(s) ($10.00 each)	$ _____
SUBTOTAL	**$** _____	Portable Projector ($15.00)	$ _____
Amount Paid	$ _____	Podium ($10.00)	$ _____
REMAINING BALANCE	**$** _____	Screen ($15.00)	$ _____
Payment Received	$ _____	Stage ($25.00)	$ _____
BALANCE DUE	**$** _____	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 $65 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 or online at 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 and 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 (per fire code)	Civic Organization	Shawnee 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.

Shawnee Civic Centre
Caterer Information Sheet

Name of Caterer _____

Address of Caterer _____

City _____ State _____ Zip _____

Phone Number of Caterer _____

Caterer Arrival Time _____ Estimated Departure Time _____

Name of Client _____

Pertinent Civic Centre Policies:

1. The caterer cannot enter the Civic Centre until the time designated on the client's agreement. The client will be charged $75 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
2. Absolutely no confetti of any kind is allowed inside the Civic Centre.
3. No open flames are allowed.
4. If the kitchen is used for food preparation it must be cleaned, before the client signs their Rental Exit Form. Trash cans and liners will be provided, however cleaning supplies are not.
5. The client is the contact person for the event, not Shawnee Parks and Recreation.

Shawnee Parks and Recreation is not responsible for any policy violations by the caterer or client. I understand the above policies and I am aware that if any of these policies are violated the client will be charged accordingly.

_____ _____

Signature of Client Date Signature of Caterer Date

_____

Client Printed name

_____

Date of Reservation

I will not be using a caterer for this event _____

Shawnee Civic Centre
Outside Vendor(s) Information Sheet

Please list **all** vendors/outside companies that you are using for your event. D.J., florist, cake, photographer, transportation, rental equipment, etc.

Name of Vendor	Service Provided	Phone Number

For rental companies, please give description of rented item(s): _____

_____

_____

☐ **All vendors are the responsibility of the client renting the facility. Any damages or policy violations will be the renter's responsibility.**

☐ **All vendors have been informed about all policies and procedures.**

☐ **All vendors know the contract times and understand that they cannot enter before or exit after them.**

☐ **The vendors know they are not allowed to drop off items early or leave items behind.**

I have read, understand, and done all of the above:

Client Signature _____ **Event Date** _____

I will not be using outside vendor(s) for this event _____

Shawnee Civic Centre
Renter Check In Form

Name _____ Phone _____

Room(s) Rented _____

Date _____ Time Reserved _____ to _____

Arrival Time _____ Departure Time _____

Please Initial to Confirm

_____ My current rental time includes my setup and cleanup requirements.

_____ I understand all building rules and regulations.

_____ Renter on initial contract must be on-site for the entire rental period and is responsible for all guests.

_____ Rental guests must remain within contracted rental area reserved for function.

_____ I understand violation of any of these policies may result in rental termination, loss of damage deposit, additional charges, and or/all of the above.

_____ Music volume shall not exceed 80dB.

_____ I will remove all trash and debris and place in dumpster at the conclusion of rental.

_____Vendors have been informed and will follow all facility rules and regulations.

By signing below I acknowledge and agree to all terms and conditions listed in the facility contract.

Name _____ Date _____

Signature _____

Shawnee Civic Centre
Renter Check Out Form

	Comments
Carpets (spills, stains, glitter, etc.)	
Walls (tape, holes, adhesive)	
Tables & Chairs (broken, damaged, etc.)	
Trash (picked up, bagged & taken out)	
Kitchen	
Decorations (cleaned & removed from building)	
Equipment Rented Checked Out: ☐ Y ☐ N Checked In: ☐ Y ☐ N	

CSR Comments _____

_____

_____

CSR on duty at beginning of rental _____

CSR on duty at conclusion of rental _____

Renters Comments _____

_____

_____

I have inspected the room rented with a CSR at the conclusion of the room rental.

Name _____ Date _____

Signature _____