



CITY OF HERCULANEUM

1 PARKWOOD COURT

HERCULANEUM, MISSOURI 63048

BUSINESS: 636.475.4447 – FAX: 636.475.6191

WWW.CITYOFHERCULANEUM.ORG – E-MAIL: INFO@CITYOFHERCULANEUM.ORG

Park Facility Request Form

All requests are processed on a first-come, first-served basis. Park facilities may be booked 12 months in advance. You may obtain a Facility Request Packet from the Herculaneum City Hall or online at www.cityofherculaneum.org.

- a. Fill out the form *completely*, including the *date* and *time* for the request, as well as your contact information and return it to the Herculaneum City Hall or email to info@cityofherculaneum.org. The request must have the signature of the person officially making the request and who will be responsible for all actions of participants at the function. This person is required to be present during the entire function.
- b. Non-profit Civic clubs and organizations with a 501(c)(3) status may request to use the facilities free of charge by attaching a letter of waiver from the organization to this application.

Name of the event for which facility is requested: _____

Name of individual/organization requesting facility: _____

Activities during event (be *specific*): _____

Facility requested: _____

Date of the event: _____

Approximate number of people involved: _____

What equipment will be used at the facility? _____

Individual in charge of the event: _____

Address: _____

Phone number: _____ E-mail address: _____

*My signature on this form indicates that I have read the **Facility Reservation Rules/Policy** and agree to abide by it.*

Signature: _____ Date: _____

General Rules

1. Park rentals cannot be used as political events such as but not limited to fundraising, campaign, debates, etc.
2. There will be no banners or advertisements posted on City property.
3. There will be no holes dug, temporary or permanent fixtures added.
4. Public Events where food is sold or distributed will require a health permit.
5. If there is any damage to the facility and/or the facility is not cleaned properly, the cost of the repairs and/or clean-up will be charged to the responsible group.
6. Youth events will require chaperones – 2 adults for the first 40 youth and 1 adult for each additional 20.
7. Insurance coverage naming the City as additionally insured may be required.
8. The Parks and Recreation Department is NOT LIABLE for any charges incurred by the group reserving the facility, or injury to a participant or anyone hired for the event by the group reserving the facility.
9. The person making this request is required to be present at the function for duration of the event and must be authorized to make decisions on behalf of the group or organization.
10. It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.



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Special pricing can be requested for multiple day rentals by emailing info@cityofherculaneum.org

Facility	Check all that apply	Fee	Electric Fee * if lights are needed	Comments
Baseball field 1		\$25.00	\$15.00	2-hour rental
Baseball field 2		\$25.00	\$15.00	2-hour rental
Baseball field 3		\$25.00	\$15.00	2-hour rental
Pavilion at Kade's Park		\$100.00		3-hour rental see hours below
Small dog park		\$100.00		3-hour rental
Outdoor movie screen (does not include movie license rental)		\$400.00		3-hour rental
Selling or distributing food at public event		\$0.00		Health Permit required
Permission/insurance for inflatable or specialized equipment		\$0.00		3-hour rental
Total Rental				

Kade's Pavilion	Time	Check all that apply
Kade's Pavilion	9:00 AM – 12:00 PM	
Kade's Pavilion	1:00 PM – 4:00 PM	
Kade's Pavilion	5:00 PM – 8:00 PM	