



# Pavilion Reservation Form –

**5401 Independence Road  
Weldon Spring, MO 63304  
(636) 441-2110 ext. 100**

**Indicate the day, duration and pavilion preference for the reservation:**

Date: \_\_\_\_\_

Time Duration: \_\_\_\_\_

**Pavilion Preference:**

- Large Pavilion (Rate: \$50 for residents/\$100 for non-residents)
- Small Pavilion (Rate: \$25 for residents/\$50 for non-residents)

**Reservation Details:**

Today's Date: \_\_\_\_\_

Group/Company Name: \_\_\_\_\_ Reason: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

**Notice:** By signing above I agree that I have read and understand all of the terms and conditions as outlined in this Reservation Form. Furthermore, I agree that I and all those affiliated with my group/company agree to hold the City harmless of any liability and responsibility for injury or damages received or sustained by any party whether careless or negligent in nature on the part of the City of Weldon Spring and their officials/staff.

**Instructions:**

- In order to receive the residency rate the applicant or company must live or be located within the City. Provide a photo ID and current utility bill or have a current business license on file with the City as verification of city residency.
- The person and/or the group/company completing this form are responsible for the conduct of their party as well as any damages incurred to City property and/or equipment while on the City premises.
- Select your optimal day, time and pavilion(s) to reserve.
- Acceptance of reservations for the current calendar year will begin each April 1<sup>st</sup>.
- Reservations for the pavilions are only allowed during the months of April through November.
- Payment in full is necessary for final confirmation of reservation and must be submitted with this form.

**FOR OFFICE USE ONLY**

Residency Verified: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Pavilion Reserved: Large: <input type="checkbox"/> Small: <input type="checkbox"/>
Date Received: _____	Approved: _____
Total Amount Due: _____	Payment Date: _____

# TERMS AND CONDITIONS FOR THE USE OF CITY PAVILIONS

Those wishing to use the City of Weldon Spring's Park and its facilities may do so at any time between sunrise and sunset. However, to **reserve** either a ball field or pavilion you will need to submit a Reservation Form and obtain approval from the Administrative Office of the City. Reservations are issued in accordance with the City Ordinance.

- Reservation fees are non-refundable
- Reservations may be terminated at anytime by either party with or without reason
- Reservation of a pavilion only entitles to the sole use of that particular facility and its amenities and not the park at large; you are free to use the walking trail, ball field(s), playground and fishing lake but so is the general public
- Pavilion reservations for usage shall begin the first week in April and will conclude the last week in November of every year.
- The City will begin accepting pavilion reservations on April 1<sup>st</sup> for that calendar year
- A reservation serves as official documentation and must be presented upon request
- Each party/guest is responsible for leaving the assigned area(s) in a clean and orderly state
- Picnic tables are not to be moved or removed from their existing location and premises
- Each person and/or the company requesting the reservation is responsible for reparation of any damages arising from their group/party's use of the City Park and its equipment, facilities and amenities
- All trash must be placed in approved trash receptacles
- Charcoal grills are available for use; An adult must be present and monitoring at all times any open flames and the fire must be completely extinguished before leaving the pavilion

## **General Rules/Requirements:**

- No glass containers of any kind are allowed on City premises
- When ball field infield is wet and/or muddy infield play shall be prohibited
- Equipment such as bases, balls, bats, field lining, etc. are not supplied by the City nor is the City held accountable for them
- Hitting or throwing balls at fencing and backstops is strictly prohibited
- No Swimming, wading, boating or ice-skating is allowed in/on the City Lake.
- Children under the age of ten years old must be accompanied by an adult when near the Lake.
- The City of Weldon Spring exercises a Hold Harmless Policy for all reservation usage. This releases the City from any claims that may arise out of accident or injury when using City facilities and amenities.
- For Immediate Park concerns please contact City Hall at (636) 441-2110 ext. 100 or email [poldcroft@weldonspring.org](mailto:poldcroft@weldonspring.org) or the Parks Department at (636) 485-3840 or email [parks@weldonspring.org](mailto:parks@weldonspring.org).