



## City of St. Clair Parks Department. Event/Festival Orchard Park Rental



Name of Event:		
Date/s of Event:		
Estimated Attendance:		
Move In Day/Time:		Event Start & End Time:
Move Out/Clean Up Date:		
NOTE: Reserve enough time to allow for set-up and tear-down of your event. Do not assume you can come early and stay late- it may already be reserved by another group.		
<b>Requested Event Space:</b>		
Is Your Event: <input type="checkbox"/> Private <input type="checkbox"/> Open to Public <input type="checkbox"/> Ticketed Where Tickets are for Sale:		
Ticket Price(s):		
Type of Event (Picnic, Concert, Walk, Race, etc):		
Contact Name:		
Organization:		
Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
E-Mail Address:		
Event Day Contact Name:		
Event Day Contact Cell #:		
<b>Prior to event approval</b>		
<input type="checkbox"/> Proof of Non-Profit Status if non-profit Organization or Tax Id Form A. Must present City of St. Clair with Organization's status with State (State License) B. Tax Id Form		
-Detailed Proposal of all activities to be held at event. Some activities may require additional insurance therefore all must be approved by MIRMA Claims Representative for the City of St. Clair prior to approval.		
-Event Insurance must be purchased if using city property for the time the property is occupied. Prior to any approval for use of the property for an event the insurance must be provided to the MIRMA Claims Representative for the City of St. Clair. The following will be necessary to obtain approval: <ul style="list-style-type: none"> <li>A. The minimum amount of commercial general liability policy shall be \$1,000,000 per occurrence (as per State legislature requirement).</li> <li>B. A "Certificate of Insurance" listing the City of St. Clair, as additional insured must be obtained and a copy mailed to: City of St. Clair, #1 Paul Parks Dr., St. Clair, MO 63077 or email to <a href="mailto:office2@stclairmo.us">office2@stclairmo.us</a></li> <li>C. Any activity deemed by MIRMA Representative to need additional insurance will need to be provided (<i>sometimes those putting on the activity will have the additional insurance needed as part of their business &amp; will not require you to purchase additional coverage, but if not you will be required to obtain it.</i>) with the City of St. Clair as the additional insured.</li> <li>D. Insurance Endorsement</li> <li>E. Hold harmless completed</li> </ul>		



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**Alcohol Service: All alcoholic consumption & sales require:**

\_\_\_ Caterer's/Picnic License for any alcohol sales and distribution in the park  
 \_\_\_ Liquor License

**Arrangements Requested of City:**

Electric # of electric vendors: \_\_\_\_\_ # of non-electric vendors: \_\_\_\_\_  
 Restrooms (Water Use)

Are there any street closures, traffic controls, no parking zones, cones, barricades needed for event [street/parking closures will require additional application process, which will need approved by the City of St. Clair Board of Aldermen]?

**Prior to start of Event, after approval**

**Public Safety (Police, EMS, and Fire) Approval**

It will be the duty of the event coordinator to meet with & obtain approval of their safety plan for the event. The safety plan must be signed by the Chief of Police, Fire Chief, and Ambulance Chief. If there are any costs for their services at the event this will be the responsibility of the event and not the City of St. Clair. You must submit the signed safety plan with this agreement. If your safety plan is to provide your own security, this must be signed off by the Chief of Police.

-Garbage/recycling service, containers and clean-up plan need to be in place & proof provided

- A. You are responsible for providing garbage cans, dumpsters, recycling bins, and other waste disposal systems for your event, plus garbage can liners and a garbage crew that can handle the waste disposal from your event. The small number of receptacles resident in the park are not intended to handle special events.
- B. Your food and beverage vendors must also be made to dispose of any waste water, grease or garbage in a legal and sanitary manner.
- C. All grounds and parking lots must be picked up and cleaned of small garbage and cigarette butts. Asking food vendors to not use swizzle sticks, straws and other small items will make your cleanup time quicker and less expensive.
- D. The park must be returned to the condition it was found upon arrival. All dumpsters, toilets, tents, tables and chairs, etc., must be removed from park property by the end of the rental contract. Failure to do so will result in costs being billed to Organization by the City of St. Clair.

-Portable toilet rental appropriate for size of group estimated for event will need to be rented and removed within 24 hours of the completion of the event.

-Contact must be made with Dig Rite before staking any tents in ground for event and must be contacted 2 weeks prior to event.

- A. Vendor layout plan must be received by City of St. Clair 2 weeks prior to the event date.
- B. Utility Markings. The Red lines painted on the grass indicate electrical power; the Blue lines are for underground water lines. Please follow these guidelines for staking around such areas: a) Maintain a minimum 36-inch buffer zone on either side of the line. b) do not drive stakes angled toward the marked line- angle AWAY.
- C. When marking your event layout, you may use paint on the grassy areas, but DO NOT use Red or Blue that would be confused with the utility markings. For paved areas, DO NOT use paint. You may use chalk.



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D. No Vendor setup allowed on the ball field area, playground area, walking paths, or stage.

-Parking control must be provided by event & approved parking area only will be allowed.

A. If it has not rained the soccer field may be utilized as a designated parking area.

B. Absolutely no parking/driving on walking path of park, but you may utilize a Golf Cart/UTV on the walking path but there are to be no vehicles in any of those locations outside of the soccer field.

C. No parking/driving in stage area, playground area, ball field, or pavilion areas allowed.

D. No parking/driving on any grass unless the area to and from the soccer field.

E. All non-parking areas should be marked so that there is no confusion.

**Additional:**

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**Application Fee: \$25.00 (non-refundable)**  
**Full Park Rental Fee W/O Utilities: \$500.00 a day**  
**Full Park Rental Fee W/Utilities: \$800.00 a day**  
 **Main Stage Use Additional \$100.00 a day**  
**Deposit: \$500.00 a day**  
*(Deposit will be processed upon receipt & a credit will be issued following the event after inspection by Parks Department. Deductions will be made from the deposit for damaged items, clean-up of the park and/or park area, garbage removal or park damage due to vehicle's driving/parking in restricted areas.)*

**Checklist:**

- |   |  |
|---|--|
| <input type="checkbox"/> Business/Non-Profit Status/License   | parking plan, facility & areas at the park to be utilized.   |
| <input type="checkbox"/> Tax ID information   | <input type="checkbox"/> Park Board Approval   |
| <input type="checkbox"/> Insurance Certificate w/City of St. Clair listed as additional insured, Endorsement, Hold Harmless, Additional Insurance Certificate for activities that require additional insurance. | <input type="checkbox"/> Caterers or Picnic License Application                                      |
| <input type="checkbox"/> Proposal for event-vendors diagram, clean-up plan, portable toilets, public safety plan,   | <input type="checkbox"/> Liquor License Application  |
|   | <input type="checkbox"/> Park deemed festival grounds by Mayor regarding Animals, Smoking, & Alcohol |

***I, \_\_\_\_\_ fully understand and agree to the terms and conditions of this application. I also agree to hold the City and its employees harmless for any claims or actions based upon or arising out of damage or injury up to and including death to persons or property caused by or sustained regarding this application or the conditions within.***

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Office Use Only:

Date Submitted: \_\_\_\_\_  Business/Non-Profit Status/License Attached/Tax ID

Event Proposal attached  Driver's license attached  Application fee paid \_\_\_\_\_

Board Approved  Board Denied (Minutes shall be attached)  Deposit Paid Date: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Amount \$: \_\_\_\_\_ (attach any documentation to support partial refund or no refund)

All required documents need attached to this application.



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Individual City Service Rates. The following individual services rates apply to city services requested by an individual user or event organizer.

1 City Staff Official	\$40.00 per hour (minimum 4 hrs.)*
1 Park Staff	\$40.00 per hour (minimum 4 hrs.)*
1 Public Work Staff	\$50.00 per hour (minimum 4 hrs.)*
1 Police Officer	\$75.00 per hour (minimum 4 hrs.)*
Barricades/Cones	4 Barricades & 25 cones @ \$50.00 per event (additional cones \$.50 each)
No Parking Paper Signs	\$0.25 per sign

\*Items with \* are not always optional for event, if it is deemed necessary to have there at the event being held, the cost will be required to be accessed to the event and not the City of St. Clair.

Phone information for additional items that may be needed or if you wish to get items from someone other than the City of St. Clair (please note we are in no way affiliated with the below and you can utilize any company you so choose, but this is a listing of companies that have been utilized by others in the past):

Traffic Control Company	636-225-7800	Barricades/cones/signs/etc.
Septic Services	636-583-5564	Port-A-Potty & Washing Stations
Waste Connections	573-678-2492	Trash Dumpsters & Recycling
MODOT Transportation Control	314-565-5285	Local Area Engineer-Permitting Traffic
Threat Assessment Consultants	636-234-5560	Local Security Company has off duty officers

Possible contacts to assist with promoting your event (please note we are in no way affiliated with the below and you can utilize any company you so choose, but this is a listing of companies that have been utilized by others in the past):

KFAV (Radio Station)	636-388-1590	
KLPW (Radio Station)	636-583-5155	
KTUI (Radio Station)	573-468-5101	
MISSOURIAN	636-629-1027	Local Newspaper
St. Clair Chamber of Commerce	636-629-1889	