



Application for Use of Liberty Plaza

1501 Branson Hills Parkway
417-335-2368 Fax 417-355-2523
www.bransonparksandrecreation.com

Date of Application: _____ Name of Organization: _____

Contact Name: _____ Telephone: _____ Email: _____

Date(s) of Rental: _____ Time(s) of Rental: _____ Expected Attendance: _____

Purpose of Event (please be very specific): _____

Description of Activities: _____

It is the policy of the City of Branson to allow the use of public facilities by the community and organizations upon proper application and approval. In order to maintain appropriate use of public facilities, the policy listed within this document must be read and agreed to by the responsible applicant(s). A fee for facility use will be charged to defray the costs of cleaning, maintenance, utilities, supplies, etc.

Request Use of the Following Facility:

<u>Facility</u>	<u>Area</u>	<u>Fees</u>
The Liberty Plaza Pavilion	<input type="radio"/> Stage Only	\$30.00/hr (1-4 hrs), \$25.00/hr (5+hrs) Requested times _____
	<input type="radio"/> *Parking Lot Closure	\$250.00 (minimum 4 hour rental) Requested times _____

Renting the stage will provide access to the stage and surrounding plaza space. If the event requires the parking lot be closed, there is an additional fee.

*Any event requesting a parking lot closure will be subject to approval through the Branson Parks and Recreation Department. Requests for parking lot closure must be made a minimum of ten (10) business days in advance of the event. Approval will be given within two (2) business days of the request.

Total Amount of Rental Fee: \$ _____

<u>For Office Use Only</u>				
Paid: Check	Cash	Charge	Amount: _____	Date _____
			Staff Initials _____	Reservation Card Made _____



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Additional Information: Please provide detailed set-up and equipment information that will be utilized during your event. All additional equipment must be provided by the renting organization, and must meet all regulations of the City of Branson. For additional information on tents, tables, chairs, or additional stages, please inquire with the Branson Parks and Recreation Department.

_____ **Food Service:** Public Event / Private Event Free / For Sale Catering / On-Site Preparation / Food Trailer or Truck
 _____ **Vendors:** _____ _____ **Music:** Live / DJ / other: _____
 _____ **Additional Stage (sizes):** _____ _____ **Temporary Structures:** _____
 _____ **Electrical Needs:** _____ _____ **Tables, Chairs, etc:** _____

*Any rental wishing to offer/sell food to the public will be required to file a Temporary Food Event Vendor/Organizer Application. Applications are available at http://taneycohealth.org/forms/temp_food_event_vendor_organizer_app.pdf. All vendors are also subject to inspection from the health department. Applications for vendors must be submitted a minimum of 10 working days prior o the event. Organizers must submit the application at least 30 working days prior to the event. For more information, please contact Taney County Health Department at (417)334-4544.

Fee Structure:

- All individuals/organizations using public facilities shall agree to pay the City of Branson the rental fees as set out in the Application for Use of the Liberty Plaza Pavilion.
- Payment for the reservation is due at the time the reservation is made. No refunds will be given for cancellations with 48 hours of the start of a reservation. Cancellations must be made through the Branson Parks and Recreation Department.

Facility Operations and Amenities:

- The hours of operation for Liberty Plaza are 8:00am-11:00pm, and can only be expanded by approval through the Branson Parks and Recreation.
- Liberty Plaza will be available for reservations Monday through Saturday and after 2:00pm on Sundays. No amplified sound will be allowed on Sundays.
- Reservations are for the Plaza area only, and do not include the parking lot unless the event coordinator has applied for, and been approved for a parking lot closure.
- User will have access to a permanent 17" x 28" stage area.
- User will have access to six (6) 110 volt outlets located on the stage area.
- Users who are approved for a parking lot closure will have access to 30 amp and 50 amp receptacles located in the southeast and northeast portions of the parking lot. Additional 110 volt outlets will also be available in the southeast corner of the lot for those approved for a parking lot closure.
- Users will have access to water in the southeast corner of the parking lot.
- The Liberty Plaza waterfall feature will run during hours of operation.
- Liberty Plaza comes equipped with ten (10) picnic tables, seating approximately 40 people.
- Tents size 20'x40' x16' may be used in the parking lot area. Tents must meet fire code and be inspected as outlined by the City of Branson.
- Users will have access to public restrooms.



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Policies and Procedures for Use of Liberty Plaza

- The City of Branson reserves the right to refuse or cancel any reservation at any time.
- Parking is only allowed in designated areas. If the parking lot is closed or full, additional parking is available in the parking garage located at the end of Pacific Street. Additional public parking is located throughout Historic Downtown Branson.
- The possession or consumption of alcohol is prohibited at Liberty Plaza.
- Smoking is prohibited at Liberty Plaza.
- Pop up tents are allowed and must be secured without stakes (sandbags).
- Release of balloons is not allowed at Liberty Plaza.
- User may provide amplified sound at no more than 80 decibels. No amplified sound will be allowed on Sundays.
- Grills are not provided at Liberty Plaza. Users may provide their own propane grills for use in Liberty Plaza. No charcoal grills allowed.
- User shall ensure that prior approval is received and locations approved for signage in or around Liberty Plaza.
- User shall ensure that the representative specified in the agreement is present at the scheduled event.
- User shall ensure no unauthorized third party will be permitted to use the facility or any portion thereof without prior approval from the Branson Parks and Recreation Department.
- User shall ensure that all activities are orderly, lawful, and do not violate any City of Branson Ordinances, including those related to noise and food service.
- User shall observe the time limits that were agreed upon in the Application for Use of Liberty Plaza. Reservation time includes set-up and tear down.
- Users will be expected to place all trash in trash receptacles and leave the area in the same state as which it was found. Failure to comply, may result in a \$50.00 charge for cleaning.
- User shall agree to be responsible for and reimburse the City of Branson any/all cost associated with any repairs to, or replacement of any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear.
- User shall agree to hold harmless and indemnify the City of Branson with respect to any loss, injury or damage because of negligence of the user, user's participants, guests, groups or agents, including damage to property of the City of Branson or property for which the City is responsible. Groups and organizations will be required to carry liability insurance.

I have read the rules and policies for usage of Liberty Plaza and assume responsibility and liability for any damage or loss to the facility or its contents during the use of the facility by the above-named individual/organization. I also assume responsibility, whether assumed through insurance protection or personally, for any claims against the City of Branson or City personnel for any claims arising out of my/our use of any facility.

Signature: _____ Date: _____

Liberty Plaza

Liberty Plaza, located in Historic Downtown Branson at 114 W. Pacific Street, is a showpiece area designed for use by the public as well as groups and organizations looking for a beautiful outdoor venue to host events large or small. Liberty Plaza features a stage area perfect for musical performances, weddings and presentations. A one-of-kind lighted waterfall feature is located behind the stage, providing the perfect background for any event. The plaza also includes picnic tables located throughout, along with the ability to place a 20'x40' tent in the parking area for larger events. Liberty Plaza also pays tribute to our veterans with a beautiful statue honoring those who have served. Public restrooms are available.

