



## RENTAL AGREEMENT & WAIVER

417-335-2368 PHONE    417-335-2523 FAX

Applicant Information		
Name:		
Address:		
City:	State:	Zip Code:
Email:		Phone #:
Company Name (If applicable):		
Company Phone #:		Fax #:
Company Address/City/State/Zip:		

Event Information		
Describe your event: _____ _____		
Date:	Hours: _____ am/pm to _____ am/pm	
Expected Attendance:	Will there be amplified music/band:    Yes    No	

BRANSON REC PLEX
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\*Requires management approval    😊 Additional paperwork required

Community Room A	Pavilion D	*Baseball Field 3 w/Lights
Community Room B	* Full Gym	*Baseball Field 4
Community Room C	*North Court	*Baseball Field 4 w/ Lights
Patio	*South Court	*Batting Cage1
Andy's Party 😊	*Baseball Field 1	*Batting Cage 2
Andy's w/Inflatable 😊	*Baseball Field 1 w/Lights	*Soccer Field 1-North
Pavilion A	*Baseball Field 2	*Soccer Field 1-North w/Lights
Pavilion B	*Baseball Field 2 w/Lights	*Soccer Field 2-South
Pavilion C	*Baseball Field 3	*Soccer Field 2-South w/Lights

ALEXANDER PARK	BRANSON REC PLEX POOL	
Pavilion	Birthday Party - Green Pavilion	Birthday Party - Blue Mega 😊
Baseball Field #1	Birthday Party - Green Deluxe 😊	Birthday Party -Yellow Pavilion
Baseball Field #1	Birthday Party - Green Mega 😊	Birthday Party -Yellow Deluxe 😊
Baseball Field #1 Lights	Birthday Party - Blue Pavilion	Birthday Party - Yellow Mega 😊
Baseball Field #2 Lights	Birthday Party - Blue Deluxe 😊	Private Pool Party

STOCKSTILL PARK	EISERMAN PARK	BRANSON COMMUNITY CENTER
Pavilion 1 (Small)	Pavilion (8:00am-5:00pm)	Card Room
Pavilion 2 (Large)	<b>LAKESIDE FOREST</b>	Classroom A
Pavilion 3 (Skate Park)	Pavilion	Community Hall

Setup Instructions (RecPlex Meeting Rooms only)
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**Applicant Acknowledgement**

Initial:	I understand that I do hereby release the CITY OF BRANSON, it agents, officers, employees and volunteers, of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that be sustained while in, on, or upon the premises.
Initial:	I agree that I am financially responsible for any/all costs incurred by the City of Branson for repairs to, or replacement of any property damaged, stolen or lost caused by any member of the renting organization or individual, except normal wear and tear.
Initial:	I understand the following park use policies and will abide by them: 1) Vehicles are ONLY permitted in designated parking areas, NOT on walkways; 2) Alcohol is not permitted; 3) Smoking is not permitted in City Parks; 4) The release of balloons are not permitted.
Initial:	I understand that permission to hold this event does not grant exclusive use of any park, trail or playground equipment. The park is to remain open for public use.
Initial:	I agree that I am responsible to see that debris and trash is picked up from the event site and placed in the appropriate containers immediately after the event.
Initial:	I understand that amplified music will NOT be allowed without prior consent of the Park's Department Director or Assistant Director.
Initial:	I agree that the representative specified in the rental agreement will be present at the scheduled event from start to finish.
Initial:	I understand that the reservation time includes set-up and tear down, and agree to observe those time limits.

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

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

**OFFICE USE ONLY**

Paid: Cash  Check  Charge  Amount:\$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Reservation Card Made: \_\_\_\_\_ Additional Paperwork Complete \_\_\_\_\_ Card to Taylor \_\_\_\_\_

**OFFICE NOTES**

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## Facility Reservation Rules & Regulations

In order to ensure that you have exclusive use of a meeting room or pavilion, a rental agreement and waiver must be completed. Payment is due at the time the reservation is made. Organized groups and national associations may be required to provide a certificate of liability insurance listing the City of Branson as additionally insured will be required.

1. Parking is permitted in designated parking areas only. Vehicles are NOT allowed on pathways.
2. There is absolutely NO alcohol, drugs or gambling allowed in the parks.
3. Smoking is prohibited in City Parks. You may smoke in the parking lots only.
4. Balloons are not permitted to be released anywhere on Parks property.
5. Tent states are not permitted. Tents must be weighted down with sand bags. Large tents are required to have a permit issued from the Branson Fire Department.
6. Grills are available at most of our pavilions. Portable grills may be brought in. Ground level fires are not permitted. Charcoal grill coals must be disposed of properly. Do not dump coals on the ground.
7. No open flames allowed inside the facilities. Only battery operated candles allowed.
8. Any damage to the rental facility will be the responsibility of the rental party.
9. Reservations are for the designated room/pavilion, not the entire facility or park.
10. The furniture, chairs and tables assigned to the facility may not be removed from the facility.
11. The Parks & Recreation Department reserves the right to refuse or cancel any reservation at any time.
12. No nails or other objects of any kind may be embedded in trees, on the pavilions or in the walls. Masking tape or string may be used to hang banners or decorations.
13. The individual, group or organization is responsible for returning the pavilion to its original condition following their use of the facility. Please place all trash in the provided containers.
14. All visitors and guests are expected to conduct themselves in a responsible, courteous and safe manner. Unruly or destructive behaviors is not permitted and may result in removal from the facility.
15. In the event there is someone using the pavilion when you have it reserved, please call the Branson RecPlex office at 417-335-2368 and request assistance from a Parks employee.

### **Refund Policy**

Cancellation of a reservation must be requested no less than 48 hours in advance of your scheduled reservation to receive a refund. To cancel a reservation, call or stop by the RecPlex during the hours of 8:00 am and 4:30 pm Monday through Friday. In the event a cancellation is caused by rain or inclement weather, you must notify the front desk the next business day following the reservation to receive a refund or reschedule the date. You will have 30 days to pick up a refund.