



George Owens Nature Park
Facility Request Form
 City of Independence Parks|Recreation|Tourism
 1601 S. Speck Road, Independence, MO 64057
 (816) 325-7115 GONP@indepmo.org

Date Received:	_____	_____
	<small>Date</small>	<small>initials</small>
Date Approved:	_____	_____
	<small>Date</small>	<small>initials</small>

Completed form must be submitted 30 days prior to the reservation date.

Facility is **NOT** reserved until your request has been approved by Independence Parks|Recreation|Tourism. Once approved, all fees are due a minimum of **30 days prior** to the event.

Organization / Group Name _____
 Person Responsible for Event _____ DOB _____
 Additional Contact During Event _____
 Cell Phone _____ E-mail address _____
 Mailing address _____ City _____ State _____ Zip _____
 Description of Event _____
 Estimated Attendance _____ Participant Admission Fee: Y / N Fee Amount: _____

Facility Requested Lodge, Kitchen, Campground, Pavilion, Entire Park	Day of Week	Date	Total Time Reserved		Event Time	
			Begin:	End:	Begin:	End:
	M / T / W / Th / F Sat / Sun		___ am/pm	___ am/pm	___ am/pm	___ am/pm
	M / T / W / Th / F Sat / Sun		___ am/pm	___ am/pm	___ am/pm	___ am/pm
	M / T / W / Th / F Sat / Sun		(Include set up/take down.)			

Indicate Special Requests here: Alcohol is not allowed on City Park property. Food Served: Yes _____ No _____ If yes, Name of Caterer _____ _____	Special Requests continued: _____ _____ _____
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Rental Fees / Security Deposit: Payment of the Security Deposit is due when the Facility Request Form has been approved. All other fees are due a minimum of 30 days prior to date of the event.

Extended Use of Facility & Extension of Fees: Groups may request use of this facility outside of regular operational hours at an additional fee of \$30/hour for each extended hour.

Cancellations and/or Date Changes: Cancellation notifications received more than 30 business days prior to the event will result in the forfeiture of the Security Deposit and a loss of 10% of the total rental fees. Cancellations less than 30 business days prior to the event will result in complete forfeiture of all Rental and Security Deposit Fees. No date changes are allowed less than 30 business days of the event date.

I have read the policies governing the facilities requested, including all equipment and services. I accept full responsibility for ensuring that my group and/or organization abide by all regulations. Facility is NOT reserved until necessary approvals are given by Parks | Recreation | Tourism.

 Signature of responsible party Date _____

 George Owens Nature Park staff signature Date _____

Office use only
 George Owens Nature Park Supervisor: _____ Date _____
 Rental Fees: \$ _____ Security Deposit: \$ _____