



Independence Uptown Market, 211 W Truman Rd Facility Request Form and Contract

Return to: **City of Independence Parks/Recreation/Tourism Department**
416 W Maple Ave, Independence, MO 64050
(816) 325-7843 parks@indepmo.org

Date Received: _____	_____	_____
	Date	initials
Date Approved: _____	_____	_____
	Date	initials
Final Payment Due _____		

**Completed form must be submitted to the Truman Memorial Building
at least 30 days prior to the reservation date.**

Facility is **NOT** reserved until your request has been approved by Independence Parks/Recreation/Tourism Department.
Once approved, security deposit is due; all other fees are due a minimum 30 days prior to the event.

Organization / Group Name _____

Person Responsible for Event (Lessee) _____ DOB _____

Cell Phone _____ E-mail address _____

Mailing address _____ City _____ State _____ Zip _____

Secondary Contact during Event _____ Cell Phone _____

Description of Event _____

Estimated Attendance _____ Participant Admission Fee: Y / N Fee Amount: \$ _____

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		___ am/pm	___ am/pm	___ am/pm	___ am/pm
M / T / W / Th / F Sat / Sun		(Include set up/take down.)		___ am/pm	___ am/pm

Indicate Special Requests Alcohol permit Yes ___ No ___ Food served: Yes ___ No ___ if yes Name of Caterer _____ DJ or Band Yes ___ No ___ if yes DJ or Band name: _____	Special Requests Approved Alcohol: Yes ___ No ___ Caterer business license confirmed: Yes ___ No ___ DJ or Band business license confirmed: Yes ___ No ___
--	--

Rental Fees & Guarantee Fee to Hold/Security Deposit: Payment of the Guarantee Fee to Hold/Security Deposit is due when the Facility Request Form has been approved. All other fees are due a minimum 30 days prior to the event.

- The City of Independence reserves the right to manage its facilities in a manner that safeguards the health and well-being of the public and City staff and safeguards municipal properties.
- Lessee must comply with all City ordinances, rules or regulations pertaining to the use of municipal facilities and/or equipment.
- Requests are processed on a first come, first serve basis.
- Weapons are not allowed within municipal facilities, which include the Uptown Market.
- Smoking is not allowed inside of or on the grounds of the Uptown Market.
- The City reserves the right to cancel or revoke this contract at its discretion. The City's liability is limited to refund of security deposit (if no damage has occurred) and only those fee(s) paid.
- Anyone age 21 and over may request facility space. The individual signing the contract (lessee) is the person held responsible for all actions of the rental group and must be personally present and available in the facility, throughout the entire rental period. If an alternate person will be in charge during your event, you must make that information available to office staff prior to your scheduled rental time. Functions involving persons under the age of 21, a supervision ratio of 1 adult to 10 minors is required. For large functions, the City may require IPD officers to be present at lessee's expense.
- City assumes no responsibility for any items brought in, delivered to or left in the facility that are to be used by the lessee and/or their representatives.
- Lessee accepts the facility and equipment in "as-is" condition** and agrees to hold the City harmless from any/all claims by attendees of rental function.
- During the use of this facility, lessee agrees not to exclude anyone from participation/benefits of entry to municipal facility because of race, color, gender, age, religious affiliation, or national origin.
- Alcoholic beverages are not permitted on the premises without a permit. Application for an alcohol permit must be made with the supervisor. Alcohol is not permitted during events for persons under the age of 21. Independence Police Department officers are required for all events with alcohol at the expense of the lessee. Please request appointment with the supervisor for all alcohol information and forms.

By signing this contract, the undersigned agrees to all conditions of said contract. Failure to follow City and facility regulations can result in the termination of this contract.

SIGNATURE OF LESSEE

SIGNATURE OF CITY REPRESENTATIVE

- A.) GUARANTEE FEES TO HOLD/ SECURITY DEPOSIT: \$ _____ Check # _____ Cash \$ _____ CC# _____
 Name on Card: _____ Exp. Date: _____ Date Paid _____ Staff: _____ Time: _____ AM / PM
- B.) RENTAL FEES UP TO 12 HOURS: \$ _____ or 24-HOUR RATE = \$ _____
- C.) KITCHEN DEPOSIT: \$ _____ SOUND SYSTEM DEPOSIT: \$ _____
- D.) Staffing Fees: \$ _____ E.) Tables: # of 8' _____ at \$3 ea; # of 60" round _____ at \$3 ea; Chairs # _____ at \$0.50 ea
- F.) TOTAL OF ALL RENTAL FEES: _____ Date of final payment: _____ Staff: _____ Time: _____ am/pm

(SEE BACK OF THIS CONTRACT FOR FACILITY RENTAL POLICIES AND FEES)

CITY OF INDEPENDENCE PARKS/ RECREATION/TOURISM DEPARTMENT

FACILITY USE & RENTAL POLICIES

- The Rental Contract must be read in its entirety, completed properly, signed by lessee, and received by City staff at the Truman Memorial Building.
- Times specified in your rental contract are the maximum time allowed for your use of the facility. **The set up and take down/cleaning time, is included in the rental time.** You will not be allowed into rented area until designated times.
- Lessee’s group must leave at designated time; if staff cannot close facility on schedule or an upcoming rental is delayed due to unauthorized extension of function, the staffing fees and any rental refunds that the City incurs will be deducted from lessee’s security deposit.
- No vehicles are permitted to park on the premises overnight. Any vehicles found parked overnight will be towed at the discretion of the City staff.
- The volume of music must adhere to Noise Ordinance of City Code; Section 7.10.002. D.J. and bands must schedule adequate time to exit the facility at the end of the rental time.
- All decorations must be approved by the City staff (lighting, banners, streamers, etc.). No tape of any kind is allowed on any surfaces.
- Use of the kitchen is allowed with an additional security deposit. No additional rental fee is incurred. The kitchen includes a refrigerator, warming oven, ice machine, and prep area.
- **ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON PREMISES WITHOUT PERMIT. APPLICATION FOR AN ALCOHOL PERMIT MUST BE MADE WITH THE SUPERVISOR. INDEPENDENCE POLICE DEPARTMENT OFFICERS ARE REQUIRED AT ALL EVENTS WITH ALCOHOL. ALCOHOL IS NOT PERMITTED DURING EVENTS FOR PERSONS UNDER THE AGE OF 21. PLEASE REQUEST APPOINTMENT WITH THE SUPERVISOR FOR ALL ALCOHOL INFORMATION AND FORMS.**

TABLES/CHAIRS, SPECIAL EQUIPMENT & SERVICES

- Tables: 8’ rectangles and 60” rounds at \$3ea and chairs at \$0.50ea are available to rent. Staging is **NOT PROVIDED**. Lessee is responsible for obtaining any other required equipment at their expense.
- Equipment and any special services must be requested at time of the facility request and be approved by City staff.
- Liability Insurance which names City of Independence as additionally insured is required for inflatable, play structures and special events.

CLEAN-UP

- Floors must be swept and mopped. Brooms, mops, buckets to bring facility back to its original state are supplied.
- Trash: City will provide trash receptacles and bags. Lessee must carry all trash bags to dumpster.

GUARANTEE FEE TO HOLD → SECURITY DEPOSIT

- Payment of a non-*refundable* GUARANTEE FEE TO HOLD is required with all requests. On the day of the confirmed rental function, this is converted to and used as the Security Deposit.
Security deposits – Uptown Market - \$300, Kitchen - \$150, Sound System \$50

RETURN OF SECURITY DEPOSIT

- ***Cash and Check payments:*** A Security Deposit refund check will be mailed to the lessee’s address within 30 business days.
- ***Credit card payment:*** The refund will be processed within 5 business days.
- All refunds will be returned providing the area rented, the facility and its furnishings are left damage-free and clean, and the lessee group has complied with all facility policies. This includes causing no operational disruptions by being non-compliant with staff and/or disturbing other customers.
- Lessee is responsible for payment of expenses to repair damage (or loss) to this facility, its furnishings and/or equipment which resulted from this function, whether directly or indirectly.

UPTOWN MARKET RENTAL FEES are due 30 days prior to date of function.

<u>Non-Profit Groups</u>	<u>For Profit Groups</u>
First 4 Hours - \$300	First 4 Hours - \$400
\$75 per hour up to 12 hours, then the 24-hour rate is charged	\$100 per hour up to 12 hours, then the 24-hour rate is charged
12 – 24-hour rate \$900	12 – 24-hour rate \$1200

CANCELLATIONS AND/OR DATE CHANGES

Cancellation notifications received more than 30 business days prior to the function will result in the loss of 10% of Rental Fees. Cancellations less than 30 days prior result in complete forfeiture of rental fees. No date changes are allowed less than 30 business days prior to the function date. **Any cancellation will result in complete forfeiture of Guarantee Fee to Hold.**

EXTENDED USE OF FACILITY & STAFFING FEES:

Groups may request use of this facility outside of regular operational hours, at an additional fee:

- *Monday through Thursdays: 9 -10 p.m. \$24 Fridays: 5 p.m. – 12a.m. (midnight) \$48 flat fee*
- *Saturdays: 6 p.m. – 12a.m. (midnight) \$48 flat fee Sundays: 12 p.m. (noon) – 6 p.m. \$24/hour*