

# RAND PARK PAVILION RESERVATION PROCEDURE

## Guidelines

1. Reservations will be made on a first-come, first-served basis.
2. Reservations may not be made before January 1<sup>st</sup> of the year in which the event will be held.
3. Reservations are made at Keokuk City Office by completing the approved reservation form.
4. Reservations must be accompanied by the rental fee and a deposit (check or cash only) in the amount, depending on the nature of the event and the services required (refer to table below). The deposit will be returned after the event if the pavilion and its grounds are left in a satisfactory condition.

	Deposit	Rental 7am-Noon	Rental Noon-5pm	Rental 5pm-11pm	Rental All Day	*Facility Manager
<b>Non-profit</b>	100	50	50	50	150	75
<b>Wedding</b>	100	60	60	100	200	75
<b>For-Profit</b>	200	75	75	150	300	150
<b>For-Profit (additional electricity)</b>	200	100	100	200	350	200

\* Facility Manager coordinates event-provided technical services such as lighting operator, sound set up/operation, and stage hands. The Facility Manager can assist with information regarding site preparation and clean up.

5. Sponsors of all events will be responsible for added amenities, including but not limited to dumpster, fencing, chairs, tables, refreshments, porta-potties, emergency services, security and/or police supervision. The pavilion commission does not provide staff for event support except the option of contracting a Facility Manager as noted in the fee schedule. The person or organization making the reservation is responsible for all support personnel.
6. All cleaning and repair needed after the event will be deducted from the deposit. Additional costs will be billed to renter.
7. No vehicles or heavy equipment will be allowed on the grass area of the bowl or the 15 feet outside the sidewalk perimeter.
8. Reservations will not be denied or restricted based on race, religion, creed, or nationality.
9. Events must adhere to all applicable city and state ordinances.
10. Special requests for event arrangements will be treated on an as defined basis.
  - a. No special arrangements will be made without prior approval by the Rand Park Pavilion Commission.

Reservation Number \_\_\_\_\_

**RAND PARK PAVILION RESERVATION FORM**

Name \_\_\_\_\_ Date of Reservation Request \_\_\_\_\_

Phone # \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_

Date (s) of Event \_\_\_\_\_

Check One: Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_ Full Day \_\_\_\_\_

Description of Event (including # of attendees expected) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Deposit Received \$ \_\_\_\_\_ Date Deposit Received \_\_\_\_\_

Signature of Person Responsible for Reservation \_\_\_\_\_

Signature of Pavilion Commission Representative \_\_\_\_\_

Comments: (Provide any other information that you feel is important for reservation approval or change of required deposit amount)

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Commission Approval Date \_\_\_\_\_ Commissioner Signature \_\_\_\_\_