

## PHPR Fairgrounds Rental Policy

### **I. Reserving Your Area at the Fairgrounds**

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of shelters, and cost, as well as to visit your shelter to ensure its suitability for your needs.

<u>Area</u>	<u>Amenities</u>
Demolition Derby Arena	Bleachers
Motocross Track	Bleachers
Rodeo Arena	Announcing Box and Bleachers
Tractor/Truck Pull Track	Bleachers

### **II. Fairgrounds Reservation Facts**

- A. Approval – Any activities must be proposed and approved by the Cass County Fair Board no less than 90 days prior to the event. Participant/Spectator fees will also be discussed for collection.
- B. Deposit – A \$200 refundable deposit is required at the time of reservation purchase.
- C. Exclusivity – Reservation is only good for the entire day(s) on the reservation permit. We do not make more than one reservation at the Fairgrounds per day. Fairgrounds Area reservations do not include exclusive use of any other areas included at the Fairgrounds; each reservation must be made separately.
- D. Insurance – Renter must provide the City with a minimum \$2,000,000 liability policy.
- E. Prohibited – The following are NOT ALLOWED at the Fairgrounds:
  1. Drugs or firearms/weapons
  2. Glass containers
  3. Driving or parking motorized vehicles on the grass or sidewalks
  4. Open burning
  5. Parking vehicles in front or within 10 feet of trash dumpsters
  6. Removal of or damage to park property
- F. Proof of Rental – A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- G. Restrooms – One port-a-potty is provided between the dates of April 1 to November 1; renter may bring more if he/she chooses.
- H. Site Preparation – Venue rented will be prepared by City's maintenance staff.
- I. Trash – Renter is responsible for trash cleanup and trash service.

### **III. Cancellations, Refunds, and Changes**

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

**PHPR Fairgrounds Reservation Permit**

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

DATE OF RESERVATION \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_  
 PURPOSE FOR EVENT \_\_\_\_\_

**CIRCLE YOUR AREA:**

<b><u>Area</u></b>	<b><u>Amenities</u></b>
Demolition Derby Arena	Bleachers
Motocross Track	Bleachers
Rodeo Arena	Announcing Box and Bleachers
Tractor/Truck Pull Track	Bleachers

**WAIVER**

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PAID BY: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ AMOUNT \_\_\_\_\_