



**SHELTER RESERVATION**

*\*Required Field*

\* (Please Print) Name \_\_\_\_\_

\* Address \_\_\_\_\_

\* Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The rental fee is \$15.00 for a 6-hour period or \$20.00 for rental of a shelter without electricity. The rental fee is \$20.00 for a 6-hour period and an all-day rental of \$30.00 for a shelter with electricity. All day rentals run 9 AM-10 PM and 6-hour rentals are 9AM-3PM or 4-10PM. All fees must be paid at the Parks Office in City Hall, 320 Broadway. **The reservation is not guaranteed until contract and payment are received.**

This Organization must provide the Hannibal Parks and Recreation Department a proof of general liability insurance with a limit of not less than \$1,000,000. This certificate must list the City of Hannibal as an additional insured and must be endorsed.

\*Please circle the shelter(s) you wish to reserve.

RIVERVIEW PARK	1 (No Electricity)	2 (No Electricity)
HUCKLEBERRY PARK	1 (Has Electricity)	2 (No Electricity)
KIWANIS PARK	1 (No Electricity)	
CENTRAL PARK	1 (Has Electricity)	
Y'S MEN PAVILION	1 (Has Electricity)	

\* Rental Date: \_\_\_\_\_

\* Circle time you would like: 9 AM – 3 PM      4 PM – 10 PM      ALL DAY

\* Function shelter will be used for (Ex. Birthday, Shower, Special Event, etc.): \_\_\_\_\_

\* Any shelter rental that is cancelled less than 14 days prior to the rental will forfeit the entire rental amount. (Initial) \_\_\_\_\_

Check box if you would like to have alcohol. \_\_\_\_\_ Initials of Parks & Recreation employee if alcohol is approved.

**RULES AND REGULATIONS FOR SHELTER FACILITIES**

**(Reservation is for the shelter only. Other park amenities are open to public use)**

**Please Be Sure To:**

- Keep alcoholic beverages within the designated shelter area. (Does not include playgrounds, parking areas, roadways or other park areas).
- Get a "Caterer's license" from the City Clerks Office if you want to sell alcohol from the shelter location. (Unless you are a non-profit).
- Keep music/noise volume to an acceptable level that will not disturb neighbors and other park users.
- Use the building and equipment as they were intended.
- Be considerate of other users and clean up after yourself. (Including any signage, trash in shelter and surrounding area)
- Allow the natural areas to remain natural and protect the park wildlife.
- Conduct yourself in an orderly manner.
- Use only the grills for fires and cooking.
- Follow safe traffic habits/maintain traffic flow.

**It is illegal to:**

- Drive or park on the grass or attach signs to trees. (Please keep on paved roads and designated parking areas).
- Use the shelter before 6:00 a.m. or after 10:00 p.m. (Per City Code)
- Use firearms (including BB and pellet guns), fireworks, explosives, or other weapons.
- Use or serve intoxicating beverages to individuals under the age of 21 years old.
- Have glass bottles and/or kegs. Cans and plastic bottles are allowed.
- Use the shelter for buying or selling of goods or services.
- Have a bounce house (or similar structure) without providing general liability insurance, listing the City of Hannibal as an additional insured.

**PLEASE REMEMBER THESE ARE OUTDOOR FACILITIES AND THAT REFUNDS ARE NOT GIVEN FOR INCLEMENT WEATHER**

**WAIVER OF LIABILITY**

The Parks and Recreation Department assumes no responsibility for any damages, loss of property, injuries, and/or sicknesses incurred by me or any accompanying persons as a result of the use of this facility and reserves the right to cancel the reservation at its convenience. I, the licensee of the facility, do hereby agree to abide by all of the rules and regulations listed above during the time I have permission to use the facility. I understand that it is my responsibility to inform other users in my party of the rules and regulations. Please read, sign and date this form and return it with your payment. (Make check payable to HPR)

**\*Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>				
<b>Date Payment Received:</b> _____	<b>Amount:</b> _____	<b>Cash:</b> _____	<b>Check #</b> _____	<b>CC:</b> _____
<input type="checkbox"/> <b>Book Entry</b>		<input type="checkbox"/> <b>RecDesk</b>		