

## **Facility Rental Policies**

Weddings – Parties – Reunions

### **Picnic shelter:**

1. All regular park rules must be observed.
2. Reservations must be received at least two weeks prior to rental date.
3. **The required fee and deposit (see below) must be received at least one week prior to rental date.**
4. Rental is for a period of three hours.
5. Although there are trash containers near the shelter, there is a “carry in – carry out” policy. Any and all trash from your event must be removed.
6. No glass bottles or containers.
7. No confetti, silly string or other “party favors” that present potential problems for wildlife or the environment.
8. Any cleaning beyond normal maintenance after your event will result in the forfeiture of your “cleaning deposit”.
9. There are no open fires permitted. Grills may be used but charcoal and ashes must be removed.

Fees: The shelter is rented in three hour blocks:

Under 15 people	\$75.00	<b>Cleaning deposit</b>	\$25.00
16 to 50 people	\$100.00		\$75.00
51 to 150 people	\$250.00		\$150.00

Violation of any of the above listed policies can result in your group being asked to leave. Such action may result in the forfeiture of your cleaning deposit. Rental fees are nonrefundable.

## **RENTAL AGREEMENT**

(Enter your information on this form, save it and email to: [reservations@cavespring.org](mailto:reservations@cavespring.org))

**Please read this agreement thoroughly. Returning this document filled out verifies your agreement to comply with all rules and regulations listed on the prior page.**

**Name:** \_\_\_\_\_

**Organization (If any):** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number (day):** \_\_\_\_\_ **(evening):** \_\_\_\_\_

**Email address :** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Number in Group:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

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I understand that the park will be open to other people to use and that I only reserving the Picnic Shelter.

I understand that I will be responsible for leaving the park in the same condition that it was when I arrived and failure to do so can and will result in my forfeiting any cleaning deposit.

I understand that the park closes at Sunset unless I make other arrangements.

I understand all park rules will be observed or I will be asked to leave.

If I have any questions I will call the Park at 816-547-9679 or 816-844-2745.

**\*Make checks payable to: Cave Spring Association.**