



Maplewood Barn Rental Agreement

Parks and Recreation Department
 1 S. 7th Street
 Columbia, MO 65201
 573-874-7460
 Fax: 573-874-7640
 www.GoColumbiaMo.com

Applicant Information	1. Name (on-site event supervisor)		2. Today's Date		
	3. Address		4. E-mail Address		
	5. City	State	Zip Code	6. Age _____ Under 21 _____ 21 or Over	
	7. Day Phone #	8. Evening Phone #		9. Cell/Pager #	10. Fax #
	11. Company/Organization Name (if applicable)			12. Is this a company sponsored event? _____ Yes _____ No	
	13. Company Address/City/State/Zip		14. Company Phone #		15. Web Address
	16. Name of Alternate Contact Person		17. Alternate's Day & Cell Phone		

Event Information	17. Type of Event		18. Max # of People Per Day	19. Event Date(s)
	20. Describe your event or activity: _____ _____			
	21. Will the majority of the participants be under the age of 21? _____ Yes _____ No a. If "yes," how many adult supervisors will be in attendance? _____ adult for every _____ youth			
	22. Event Start & End Time (include set-up/clean-up)		23. Park/Facility	
	24. List the name of any additional shelter/facilities needed for this event: _____ a. Have you already reserved the shelter/facility? _____ Yes (Receipt # _____) _____ No <i>It is strongly recommended that you go ahead and reserve the shelter/facility to ensure its availability while your application is being processed. In the event your application is denied, your reservation fee can be refunded.</i>			

Special Use Items	25. Will any type of sound amplifying equipment or devices (other than small personal radios, tape players, etc.) be used in conjunction with this event? _____ Yes _____ No <i>Note: If "yes," applicant must complete a Sound Amplification Equipment Registration Form (requires two weeks advance notice) with the Columbia Police Department, 600 E. Walnut, 573-442-6131. No profane, lewd, indecent, or slanderous human speech or music allowed.</i>	
	26. Do you plan to erect a temporary amusement structure (bounce house, dunking booth, etc.) for this event? _____ Yes _____ No a. If "yes," please describe type of amusement: _____ <i>Note: A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Columbia as co-insured with amusement devises (i.e., dunking booth, bounce house, etc.) at events.</i>	

Other	27. Please check any of the following items that apply to your event OR check the last line indicating none apply. _____ Collection of fees on City property (i.e., donations, admissions, concessions, or merchandise sales). _____ Additional structures (other than listed in #25), such as, tents, stages, booths, or trailers. _____ General public is invited or notified by the media of the event. _____ Animals for show, display, or rides. _____ The burning of logs, charcoal, propane, or other fires outside of the designated picnic grills. _____ The ascent or descent within a park, any apparatus for aviation. _____ Wedding held at a park location other than at a reservable shelter. _____ Use of grounds or facilities in manner other than their specific recreational use. <i>If ANY of the items above apply to your event, a Park Special Use Application is required with this form.</i> _____ None of the items above apply to my event.	
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Rules	28. I certify that I have read and will abide by the Maplewood Barn Rules and Regulations. _____ (Initial here)
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I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Signature of Applicant: _____ **Date:** _____

Parks and Recreation Department Use Only

Application Status	<p>Application is: <input type="checkbox"/> Approved As Is <input type="checkbox"/> Disapproved Explanation: _____ _____</p> <p><input type="checkbox"/> Application status is pending further information on item # _____ Specifically: _____ _____</p> <p><i>Need the following items turned in to the Parks & Recreation Department:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Publicity plan or flyer <input type="checkbox"/> Approved Street Closure Form <input type="checkbox"/> Site plan for temporary structures <input type="checkbox"/> \$2 million Certificate of Public Liability Insurance w/City of Columbia as co-insured <input type="checkbox"/> Documentation of tax-exempt status <input type="checkbox"/> Shelter reservation required <input type="checkbox"/> Payment of fees/deposits <p>Other conditions/restrictions: _____ _____ _____ _____ _____</p>
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Fees & Deposits	<p>Applicable Fees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reservation Fee - \$27/hour = _____ <input type="checkbox"/> Admission Fees - 10% of Gross Fees <input type="checkbox"/> Tent Fee - \$33 <input type="checkbox"/> Wedding Fee - \$33 <input type="checkbox"/> Water Fee - \$10 <input type="checkbox"/> Concession Permit Fee - \$50 <input type="checkbox"/> Special Park Use Fee - \$33 <input type="checkbox"/> Participant Fee - _____ <input type="checkbox"/> Other Fee - _____ <p>Applicable Deposits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance, clean-up and damage deposit - \$100 * <input type="checkbox"/> Gate key deposit - \$20 <input type="checkbox"/> Water spigot key deposit - \$50 <input type="checkbox"/> Other deposit _____ <p>TOTAL FEES DUE: _____ TOTAL DEPOSITS DUE: _____</p> <p><i>* Clean-up deposit due at time of key pick-up.</i></p>
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By: _____
 Director of Parks and Recreation (or Designated Agent)

Date: _____