



## Riechmann Pavilion Facility Application

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

<b>Applicant Information</b>	1. Name (on-site event supervisor)		2. 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		

<b>Event Information</b>	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 the shelter/facility for this event: _____ a. Have you already reserved the shelter/facility? _____ Yes (Receipt # _____) _____ No <b><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></b>			

<b>Special Use Items</b>	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 <b>Note: If "yes," amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Amplified sound shall not exceed the distance of 100 feet from the building structure or outdoor area in which the device is located.</b>	
	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: _____ <b>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.</b>	

<b>Other</b>	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. <b>If ANY of the items above apply to your event, a <u>Park Special Use Application</u> is required with this form.</b> _____ None of the items above apply to my event.	
--------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

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**

<b>Application Status</b>	<p><b>Application is:</b>  <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 &amp; Recreation Department:</i>  <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> <p>Other conditions/restrictions:                  _____                  _____                  _____                  _____                  _____</p>
---------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Fees &amp; Deposits</b>	<p><b>Applicable Fees:</b>  <input type="checkbox"/> Half Weekday Reservation Fee - \$300                  \$150.00 _____ \$150.00 _____  <input type="checkbox"/> Full Weekday Reservation Fee - \$400                  \$200.00 _____ \$200.00 _____  <input type="checkbox"/> Weekend/Holiday Reservation Fee - \$510                  \$255.00 _____ \$255.00 _____  <input type="checkbox"/> Weekend Wedding Special - \$1,120.00                  \$560.00 _____ \$560.00 _____</p> <p><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> <p><b>TOTAL FEES DUE:</b> _____</p>	<p><b>Applicable Deposits:</b>  <input type="checkbox"/> Performance, clean-up and                  damage deposit - \$200 *  <input type="checkbox"/> Gate key deposit - \$20  <input type="checkbox"/> Water spigot key deposit - \$50  <input type="checkbox"/> Other deposit _____                  _____</p> <p><b>TOTAL DEPOSITS DUE:</b> _____</p>
	<p><b>* Clean-up deposit due at time of key pick-up.</b></p>	

By: \_\_\_\_\_  
 Director of Parks and Recreation (or Designated Agent)

Date: \_\_\_\_\_

revised 10/21/14