

## Riechmann Pavilion Reservation Guidelines

### Reservation Policies and Cancellation Guidelines:

- 1) All reservation dates are reserved on a first come, first served basis. Reservations are allowed up to two (2) years in advance of the event, for Saturday and Sundays only. Weekday reservations may be made up to 1 year in advance. Inquiries and credit card payments may be made by phone. All other payments must be made in person.

A down payment of one half of the rental fee must be made to hold the facility for a specific date.

A signed rental agreement must be returned to the Columbia Parks and Recreation Department within ten (10) working days following the down payment. Agreement is reviewed and approved/denied by department.

- 2) The remainder of the rental fee is due sixty (60) days prior to the event. If the full payment is not received by this time, the Department of Parks and Recreation will consider the reservation cancelled and may rent the facility to another individual, business, or organization, if requested. The Department will refund 50% of the deposit.

If the renter cancels their reservation more than sixty (60) days prior to the event, 50% of the deposit will be refunded.

- 3) Reservations made less than sixty (60) days in advance of use will be required to pay the full amount at the time the reservation is made. If a reservation is cancelled less than sixty (60) days prior to the event, no refund will be issued.
- 4) A damage/key/alarm deposit of \$200 must be paid prior to or at the time of picking up the key and security code for the facility. Provided the alarm has been set, key is returned on time, the facility is cleaned properly and there is no damage, the deposit will be returned. A \$25 fee will be retained from the deposit for each time renter does not set the alarm. Deposits paid by check or cash will be mailed approximately two to three weeks after the date of usage. If paid by credit card, the refund will be credited back to the card.
- 5) No rental agreement will be considered approved until full payment is made of all required fees and deposits.
- 6) **Payment for this reservation will constitute agreement to abide by all Park Regulations including, but not limited to, those listed on this form. Violation of these Regulations may result in the issuance of tickets and/or citations.**

If you have a question or problem with the facility, please call 573-874-7460 during normal business hours. After 5 p.m. or on weekends and holidays, call the City of

Columbia Police Department non-emergency number 573-442-6131. For all emergencies call 911.

**Rental Rates:**

Riechmann Pavilion is a spacious one-story building perfect for large meetings, special parties, and wedding ceremonies and/or receptions. The building will hold a *maximum* of 150 people, depending on the number of tables and chairs required for the event. Suggested seating layouts can be provided upon request. (Buffet Table Seating-100 seats; Round Table Seating-126 seats; Classroom Seating-70 seats; and Theatre Seating-128 seats) The pavilion includes the use of a “warming kitchen”, which consists of an oven/stove, microwave, refrigerator and freezer.

**Facility Rental Rates:**

Mon.-Fri. 8 am-3 pm OR 4 pm-11 pm	Mon.-Fri. 8 am-11 pm	Weekends/Holidays 8 am-11 pm
\$300	\$400	\$510
	Weekend Wedding Special Friday-Saturday-Sunday 8am-11pm	
	\$1,120 (savings \$300)	

**Portable Dance Floor Rental Rates:**

Mon.-Fri. 1/2 Day Rental	Mon.-Fri. Full Day Rental	Weekends/Holidays Full Day Rental
\$50	\$75	\$75

The parquet dark wood dance floor system is 20'x20'. It is a lightweight interlocking system the user can easily put together and take apart. Renters are responsible for set up and take down of dance floor.