



## 370 Lakeside Corporate Pavilion

### Rules and Regulations

#### **General Rules:**

- The City of St. Peters exercises a Hold Harmless Policy during all facility use/rentals. This releases the city from any claims that may arise out of accident or injury when using St. Peters' facilities.
- Pavilions are scheduled in accordance with the Municipal Code of the City of St. Peters, Section 240.
- No groups larger than 15 people may use the Corporate Pavilion without a permit.
- An authorized permit serves as an official reservation and must be presented upon request.
- Vehicles may be operated in designated traffic areas only.
- Trails and paved paths leading to the pavilion are for foot traffic only. Motorized vehicles are prohibited on these areas. Driving on concrete/asphalt paths, off roads/grass, under pavilion, on courtyard, or on trails is prohibited.
- Parking anywhere except on a parking lot is prohibited.
- Pavilions must be left clean; trash must be placed in trash receptacles provided.
- Permit holder is responsible for leaving the reserved area(s) clean and in order.
- Ashes should not be removed from stationary grills. Ashes may not be placed in trashcans or disposed of on grounds.
- Permit holder is responsible for reparation of any damages arising from the rental of City facilities and property. Permit holder is responsible for the conduct of their guests and will be held responsible for any missing or damaged property.
- Reservations are available as scheduled by the permit holder. Changes will not be accepted from anyone other than the permit holder. Permit holder is responsible to inform anyone providing services of the rules listed and is responsible for compliance with these rules.
- Permit Holder agrees to take all reasonable steps necessary to assure all local, state and federal laws and facility rules and regulations are complied with. Violations of any such rules or misrepresentation of use may be cause for forfeiture of security deposit and denial of future rentals.
- Permit Holder will not sell or permit members or guest to sell refreshments, merchandise or admission to the facility without first obtaining a license from the City. Permit holder is responsible for securing any additional licenses or permits required for their rental. The City reserves the right to approve all activities held at City facilities.
- Permit Holder is responsible for complying with fire codes; including but not limited to use of extension cords.
- No glass beverage containers are allowed in 370 Lakeside Park with the exception of the RV Sites and Campground (Municipal Code, City of St. Peters, Section 240).
- Consumption of alcoholic beverages on City owned parking lots or within vehicles while parked on the parking lot is prohibited.
- The City reserves the right to have the volume of any sound system (including DJ's and bands) lowered or eliminated if sound is interfering the public use of the park. Quiet hours in the park are 11:00 pm to 7:00 am.
- Restrooms are on pavilion grounds and must remain open to the public during pavilion rentals. Restrooms are closed for the winter November – March.
- The park will remain open to the public, including boat rentals, fishing, use of the trails, and use of the public restroom.
- The restroom parking lot at the pavilion can be held for exclusive use by the permit holder when the entire pavilion complex is rented by one permit holder. When less than the entire complex is rented by one permit

holder the parking lot by the restroom must remain open for general use. Guests should park in the parking lot on the east or west side of the pavilion.

- If penetrating the grounds with stakes, parks staff must be notified five (5) business days in advance.
- Park, including pedestrian and bike trails, is open sunrise to sunset unless otherwise specified on the usage permit.
- ***Exclusive use of any other areas in the park is an additional fee. Fee schedule is available upon request. Persons renting the pavilion may not set up tents, equipment, signs, decorations, tables, or other items in areas not rented.***

### **Pavilion Details:**

- Fee is for all day rental. Rental time begins at sunrise. Rental time ends at 11pm. Additional time for cleaning pavilion by permit holder is permissible within reason. Parks staff must have ample time to set the pavilion up for the next rental before sunrise. Make sure you allow enough set-up and clean-up time.
- Entire Pavilion has 40 Square tables (160 chairs), 16 Octagonal picnic tables (seating 128), 2 ADA Octagonal picnic tables with cutout (bench seating for 12 total). Total seating 300, 150 each side.
- Rental of entire pavilion includes center area and courtyard.
- Center area and courtyard remain open to the public when only one wing is reserved.
- There is a dedicated 20 amp electric outlet on every column with total 200 AMP service.
- Pavilion is lit. Fixtures can be turned on in three different configurations to give varying amounts of light.
- Pavilion lawn – ***exclusive use of green space surrounding pavilion to use for vendors, tents, tables, decorations, bounce houses, etc associated with the pavilion rental is an additional fee.***
- Wind at 370 Lakeside Park can be sudden and strong. Plan accordingly.

### **Set Up/Clean-Up:**

- Furniture at the Corporate Pavilion will be set up by City staff. If special table arrangement is requested, final setup should be confirmed and approved by the Director no less than one week prior to the rental. City staff will move tables to accommodate request. Tables must be left in that arrangement after rental. City staff will return tables to original set up.
- Pavilion is to be left clean, trash placed in trash containers.
- City employees will not sign for any items delivered for your event.
- Nothing can be stored prior to or after your rental. Anyone providing equipment or supplies (caterer, DJ, etc) may not set up the items prior to your reservation time and they must remove their items at the time of the permit expiration. All items brought in are at the discretion of Park staff. The City is not responsible for anything left in the park. Make sure anyone providing service for your event is aware of this rule.
- Items brought to the pavilion should not be left unattended. The City is not responsible for stolen or broken items.

### **Decorations:**

- Decorations and signs are not allowed on walls, doors, light fixtures, columns, ceiling or signage. This includes the log columns. Absolutely nothing may be attached to the wood columns.
- Decorations and table coverings may not be taped, tacked, glued or stapled to any furniture or fixture.
- Use of glitter, confetti, silly string, or sand is prohibited.
- Candles must not drip on furniture or floor.
- Decorations must not be attached to any street or directional signage.
- Cleaning charges will apply if excessive cleanup is required. .

**Deposits and Fees:**

- All payments must be made by permit holder.
- A valid Resident Privilege Card is required to receive resident benefit.
- \$100 non-refundable initial payment is required at time of booking.
- Balance of permit fee is due no later than 30 days prior to permit date.
- Security deposit is due no later than 30 days prior to permit date. If paid by check, the check will be deposited, if paid by credit card the charge will be processed.
- Approval/denial of deposit returns will be executed within a maximum of twenty one (21) calendar days after a scheduled event. If the deposit is paid with a credit card, any refund will be credited back to that card. All other deposits will be refunded by check to the permit holder.
- Requests to change a reservation must be made at least 90 days before the scheduled date.

**Liquor:**

- If liquor is to be present at your rental, contact the Business Licensing Department at (636) 477-6600, ext 1232 to determine if a license is required. It is the responsibility of the permit holder to obtain all applicable licenses.
- Consumption of alcoholic beverages on City owned parking lots or within vehicles while parked on the parking lots is strictly prohibited.
- **Glass beverage containers are prohibited in accordance with Municipal Code of the City of St. Peters, Section 240.**

**Special Events:**

- Information is available for special events that include sales of food and/or merchandise upon request.
- Walks/Runs require a Parade Permit describing event, route and number of participants.

**Cancellations:**

- The initial payment of \$100 is forfeited for cancelled reservations.

I hereby acknowledge and understand these rules and regulations. Failure to comply with said rules and regulations may result in partial or full forfeiture of my deposit. I further understand that I will be held liable for any damage that occurs as a result of my reservation.

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Signature of Permit Holder

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Date