



## 370 Lakeside Sunset 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 Sunset 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. Motor vehicles are **prohibited** on trails, sidewalks, grass, and concrete areas under and around the pavilion except those areas expressly marked for parking.
- 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 be left in the stationary grill. 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 all licenses and 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.
- The park will remain open to the public, including boat rentals, fishing, and use of the trails.
- The parking lot at the pavilion can be held for exclusive use by the permit holder.
- 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.
- The closest full-service restroom is approximately 2,600 feet away. Portable toilets are located nearby.
- ***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 9 am. Rental time ends half an hour after sunset. 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. Renter must plan accordingly to allow set-up and clean-up time.
- The Sunset Pavilion has 9 Square tables (36 chairs) and 8 Octagonal picnic tables (seating 64). Total seating 100.
- For use of vendors, tents, tables, or bounce houses, please refer to the special events flyer.
- Wind at 370 Lakeside Park can be sudden and strong. Plan accordingly.

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

- Pavilion is to be left clean, trash placed in trash containers.
- Pavilion furniture is to be left in the same arrangement it was in when renter arrived.
- City employees will not sign for items delivered for an event at the pavilion.
- Nothing can be stored prior to or after a pavilion rental. Anyone providing equipment or supplies (caterer, DJ, etc.) may not set up items prior to the specified reservation time and items must be removed 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. Anyone providing service for a pavilion reservation must be made aware of this rule.
- Items brought to the pavilion should not be left unattended. The City is not responsible for lost, stolen, or broken items.

### **Decorations:**

- Decorations and signs are not allowed on columns, ceiling, or signage. This includes the log columns. Absolutely nothing may be attached to, nor wrapped around, 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 and/or signs must not be attached to any street or directional signage throughout the park.
- 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.
- A non-refundable, non-transferrable initial rental fee is required at time of booking. The non-refundable, non-transferable initial rental fee will be either \$100 or the pavilion rental rate, whichever is less.
- 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 security 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.

**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 Certificate of Insurance. The minimal acceptable coverage is one million dollars liability and two million dollars general aggregate. The City of St. Peters must be named as additional insured.

**Cancellations:**

- The initial rental fee 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.

---

Signature of Permit Holder

---

Date