



Sappington House Special Permit Application

Renter Information

Contact Person _____ Day Phone _____
 Phone _____ Fax _____ E-Mail _____
 Address _____
 City _____ State _____ Zip _____
 Purpose of Rental _____

Rental Request

Date _____ Day _____ Time _____ to _____

Area(s) of Sappington House Complex: Sappington Park Sappington Restaurant Outdoor Restrooms

Food will/ will not be brought onto the property. Approved Caterer will be used

There will/ will not be any entertainment such as a live band, D.J., stereo system, etc. If so, please describe:

The City reserves the right to cancel any reservation. If cancellation is required, a full refund will be given.

In consideration of my/our being permitted to use the grounds at the Sappington House Complex on _____ I/we hereby agree that the City of Crestwood, its officers, agents and employees shall not be liable for any injuries, damages or loss of property sustained by me/us (including all my/our guests and participants) arising out of such use, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of the City, its agents, officers or employees. I/we further agree to defend, indemnify and hold the City of Crestwood, its officers, agents and employees, harmless against all claims which may be asserted by others for personal injury, damage or loss of property, liability or expense, including attorney's fees, occasioned by any of my/our acts or omissions, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of the City, its agents, officers or employees.

I/we acknowledge that I/we have read and understand all of the foregoing terms and the rules and regulations on the back of this form.

Lessee Signature _____ DATE _____

For Office Use Only

Rental Fee \$ _____ Catering Fee \$ _____ Damage Deposit \$100.00 Total Due \$ _____

Deposit Paid \$ _____ Date _____ Balance Paid \$ _____ Date _____

Paid by: Cash Check MC Visa

Approved by _____ Date _____

Posted in Calendar Recreation Manager Notified Park Maintenance Notified Police Department Notified

IT IS HEREBY AGREED THAT:

1. I/We will be in attendance and will be responsible for the conduct of those present. I/we will assume any cost or damage beyond normal usage.
2. No outdoor event may be held while the Sappington House or Library of Americana is open to the public.
3. The City of Crestwood will not supply any equipment, including tables and chairs, for special events held on the Sappington House grounds. Equipment is to be removed from the grounds by midnight the day of the event. If the equipment is rented and cannot be removed that day it must be removed on the next business day by 10:30 a.m. All equipment left out should be stacked neatly and out of the public's view when possible.
4. No decorations are to be attached to any building structure by nailing, tacking, taping or by any other means that may leave damage to the structure. All decorations must be approved by the Resident Manager at least ten (10) business days prior to the event.
5. The formal garden may be used for wedding photos of the bridal party. Guests are not allowed in the garden areas.
6. Children must be supervised at all times.
7. Alcoholic beverages are not to be sold on the Sappington House property.
8. No glass containers on the park grounds.
9. Parking in designated areas only.
10. Due to the City's noise ordinance between the hours of 10 p.m. – 8 a.m., outside events must conclude prior to 10 p.m. An event may be extended to 12 a.m. (midnight) with approval from the City Administrator.
11. A refundable damage deposit of \$100 will be charged. This will be returned by City check within one month after the party providing all is restored to original condition.
12. Rental Fees: \$50/hr. Residents \$75/hr. Non-Residents
\$100 damage deposit and ½ of rental fee will be due at time of reservation. The balance will be due 5 working days prior to the date of reservation.
An additional \$50 catering fee will be charged for any events serving food and beverages and not using the restaurant/caterer leasing the Barn facility unless they cannot provide services at the time required.
13. The minimum rental time is two hours and all set-up and clean-up must take place during reserved time.
14. Cancellations made 30 days or more prior to the reservation date will receive a full refund less a \$5 processing charge. Date or time changes may be made thirty (30) days or more before the original reservation date and will be charged an additional \$25 fee. In case of inclement weather on the rental date, reservations may be rescheduled to another open date at no additional charge if notification is received 2 hours prior to the event.
15. Checks should be made payable to the **"CITY OF CRESTWOOD"** and mailed to: 1015 S. Sappington Road, Crestwood, MO 63126, Attn: Resident Manager.
16. Reservations are not transferable and may be revoked or changed at any time at the discretion of the City due to unforeseen conditions or situations.

I/we acknowledge that I/we have read and understand all of the foregoing terms and the rules and regulations on this form.

X _____