

Office Use Only

Date Booked: _____

Memorial Station



Reservation Request Form

Contact Name: _____ Email: _____

Best Phone #: _____

Secondary Contact Name: _____ Relationship to Contact: _____

Best Phone #: _____

Organization/Group (if applicable): _____

Address: _____

City/State/Zip: _____

Event Description: _____ Estimated Attendance: _____

Day: _____ Start Time: _____

Date: _____ End Time: _____

Security Time (required with alcohol): _____

Extras: TV/Projector Patio Wedding Microphone
 Rentals Security Celebration Center

General Facility Policies and Procedures:

- The facility may be reserved up to 18 months in advance.
- A \$300 down payment is required at the time of reservation, which will be applied to your final payment.
- A \$250 damage deposit is due 21 days prior to your event. The deposit will be held until the end of your event and returned based on the results of the final facility walk through. Damage deposit must be made with a credit card or check only.
- You must have a completed Reservation Request Form and deposit to reserve a date.
- Final payment and complete paperwork are due 21 days prior to your event. Failure to do so may result in the cancellation of the reservation.
- If your event is canceled more than 24 weeks prior to your event, 90 percent of the fees you have paid will be refunded. If your event is canceled 23 or less weeks prior to the event, no fees paid will be refunded.
- The Park Department will not allow the use of the facility for individuals or groups who charge an admission for attendance or sell an item or product on the premises without the approval of the Belton Park Board.
- Facility reservation time must include set-up and clean-up time. An additional \$125 per 15 minutes will apply if the start and/or end times are exceeded.
- The Park Department reserves the right to reject any and all requests.
- Linens will be placed on and taken off by designated Belton Parks staff.
- Lights (*indoor use only*) will be hung and taken down by client. Ladder is not provided.

By signing below, you acknowledge that you have read, understand and agree to all terms and conditions. You also agree to pay all fees related to the facility rental.

We will be serving alcohol We will NOT be serving alcohol
 cash open

Client Signature: _____ Date: _____





Rental Fees

All rental packages include tables, chairs, and kitchen access

Prime Time (Friday after 5:00 pm, all day Saturday)

****Prime Time Rates apply to all Major Holidays**

	Belton Resident Civic/NonProfit	Belton NonResident
Hourly Rate (w/minimum 4 hours)	\$235	\$285
Block Rate (8 hours)	\$1,760	\$2,135
Block Rate (12 Hours)	\$2,585	\$3,135

NonPrime Time (Sunday - Thursday; Friday before 5:00 pm)

	Belton Resident Civic/NonProfit	Belton NonResident
Hourly Rate (w/minimum 4 hours)	\$150	\$175

Additional Fees

Police Officer (required w/alcohol rental)	\$50/hr
Microphone	\$10
TV	\$50
Patio Wedding Ceremony	\$75
Celebration Center (if available)	\$75

Rentals (\$30 minimum order)

Elite Linens - Black, Ivory and White only	
120" (Floor Length)	\$15/ea
90" x 156" (Floor Length)	\$20/ea
Napkins (various colors - hand-picked to perfection!)	\$.75/each
Standard Linens - 30 colors available	
90" x 90" (Lap Length)	\$9/ea
59" x 92" (Lap Length)	\$5/ea
Napkins	\$.50/each
Lights - Clear (indoor use only - hung and taken down by client - ladder not provided)	\$15/100' strand





Frequently Asked Questions

What amenities are available?

Our event space includes indoor and outdoor space with a gorgeous stone gas fireplace and outdoor fire pit, patio and gazebo access, caterer's kitchen with several appliances, 80" TV, 6' rectangular tables, 60" round tables, 30" bar-height tables, black banquet chairs, and free parking.

What do our fees include?

Our basic rental fee includes event set up and tear down of tables and chairs and an on-site attendant. Add-ons include audio/visual equipment, security, patio ceremony, linens, and the Celebration Center.

How many guests can we accommodate?

The venue can seat up to 275 guests. This would allow additional space for food and drink service.

Are tables and chairs provided?

Yes we will provide tables and chairs set up as you wish. This includes standard black banquet chairs, (32) 60" round tables, (20) 6' rectangular tables and (6) 30" high top tables. The client is responsible for providing patio seating (other than banquet chairs), lights and linens (if not rented through the Park Department), and chair covers, etc.

Can we bring in our own vendors?

Absolutely!! We have a list of preferred caterers, but we are open to your preferences for music, food, etc. Outside food vendors who will be serving during your event must have a current Belton Occupational License.

Alcohol is provided by Embrace the Grape, our sole-source alcohol provider. Client will maintain contact with Embrace the Grape for event details. Contact information is:

Jane Monroe
Embrace the Grape
301 NW Central St., Suite J
Lee's Summit, MO 64068
816-260-6498,
events@embracecatering.com

How do we reserve Memorial Station?

To reserve Memorial Station you will need to have a Reservation Request Form and a \$300 down payment to secure the date. Full payment and complete paperwork are due 21 days prior to the event.





Security Policy

The client is required to have a scheduled off-duty Belton Police officer on property if alcohol has been approved and is being served at the event.

Belton Police officers will be scheduled through the Park Department. The cost is \$50 per hour per officer from the time alcohol is served until the end of the contract time.

The cost of the officer will be added to the client's total fee, and the the Park Department will make payment to the Belton Police Department.

Facility Cancellation Policy

If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The client also will be responsible for, and be assessed, any and all costs incurred by the Park Department up to the time of cancellation. The fee schedule for a cancellation is as follows:

If the event is cancelled...	Amount refunded...
24 or more weeks from event	90% of the total amount paid
23 weeks or less from event	0% of the total amount paid





Memorial Station

Rental Policies and Procedures

The facility is available to rent daily from 6:00am to 1:00am, with a minimum 4-hour reservation.

The Park Department is not responsible for accidents, injury, illness or loss of group or individual property.

The Park Department requires proof of insurance coverage for \$2,000,000, when the activity is deemed potentially hazardous to life, personal injury or facility damages.

Rental groups only may use the facilities and/or equipment specifically designated on the rental agreement.

Full payment and final paperwork are due 21 days prior to the event, including officer fees. Failure to meet the deadline may result in forfeit of the reservation and deposit.

The Park Department shall furnish lights, heat, air conditioning, general room set up and janitorial services incidental to ordinary building usage. The client shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the client to inform the Park Department of all equipment, caterers or other special needs or uses prior to the event (i.e. grills, deliveries, room set up, etc.). Such requests must be made 21 days prior to the event in order to allow time for consideration and approval.

The client must clear all tables of debris, pick up all trash, remove decorations and dispose of all food. The kitchen must be left in the condition in which it was prior to the event. The Park Department is not liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules.

All vendors (bands, DJs, photographers, rental companies, etc.) must leave at the time indicated on the Event Information Sheet. You will be charged for any additional time past your scheduled departure time. Clients will be charged for ALL hours the facility is being occupied, including decorating and clean up time.

Rental times include set up and teardown AND when vendors are in the facility.

The serving or consumption of beer or liquor on the premises will be allowed under the following conditions (city sponsored events excluded):

- 1) Alcohol will be served by Embrace the Grape, our sole-source alcohol caterer.
- 2) No alcoholic beverages will be allowed outside of the immediate Memorial Station premises.
- 3) Any function where an alcohol permit is issued will require additional security at the cost of the client.
- 4) An Officer fee of \$50/hr will be added to the reservation once serving time is established. The officer must be on site until the end of the rental. The Officer fee is due 21 days prior to the event.
- 5) No alcohol may be distributed by anyone other than Embrace the Grape. Alcohol may not be consumed during any time other than the approved service time.
- 6) Alcohol service must end 45 minutes prior to the end of the rental time.

Client Initials: _____

April 2019





Rental Policies and Procedures *continued...*

Patio Ceremonies will be set up by Park Department Staff, but client/guests will be responsible for the transition to reception chair set up if necessary.

The Park Department provides a laptop for clients to use for AV/Audio presentations. Staff will set up laptop, but client is responsible for running presentations after initial set up.

Failure to vacate the facility at the end of the event will result in an additional \$125 for every 15 minutes after your contract time. Be sure to inform all vendors of this policy.

Groups composed of youth ages 18 and younger must be supervised by an adult at all times.

Smoking is not permitted anywhere inside the building.

Fire Pit rules...children must be watched at all times and if it is used for food (like smores), the client must make sure the area is cleaned after use. If children are left unattended around the fire pit, the fire pit will be turned off for the safety of all guests.

Sparklers are permitted (*outside only*) with adult supervision. Please bring in buckets to fill with sand or water to extinguish and for proper disposal.

Animals (except service animals) are not permitted in the facility unless part of an authorized program or with prior approval.

Park staff shall remain on site during the duration of scheduled events.

Linens will be placed on and taken off by designated Belton Parks staff.

Lights (*indoor use only*) will be hung and taken down by client. Ladder is not provided.

Celebration Center **Rental Policies and Procedures**

The Celebration Center key can be picked up from the High Blue Wellness Center, 16400 N. Mullen Road, the day before your event or from the Event Attendant the day of your event. Key must be returned to Event Attendant before exiting Memorial Station or to the High Blue Wellness Center the following day.

The Celebration Center is not staffed for your event. Feel free to move tables and chairs to best serve your needs, but please return them to their original locations before exiting the building.

Before exiting the building:

Place the trash bags (provided) in the dumpster located just outside the back door.

Clean counters, kitchen and tables, and mop floors with supplies provided.

Alcohol is NOT permitted.

Smoking is NOT allowed inside the facility.



Client Initials: _____

April 2019



Rental Policy Check List

CLEAN UP/SET UP

In order to access the building, clients must have the facility rented. Please make sure to include any set-up time (decorating, DJ/Caterer set up, vendor drop off, etc.) provided on your Reservation Request Form. Clients are responsible for the removal of ALL decorations and personal belongings, rentals, clearing tables of loose trash, and thoroughly cleaning the kitchen. Please leave the kitchen in the condition in which it was found. This includes sweeping and mopping the floor, wiping down appliances inside and out, and discarding leftover food and drink. Failure to thoroughly clean the kitchen may result in the loss of the damage deposit. An additional \$125 per 15 minutes will apply if the start and/or end times are exceeded. All items must be removed from the facility by the end of the event. We will not be responsible for rented items. They **MUST** be picked up the day of the event. We will NOT be responsible for the pickup of rental items. Rentals are the responsibility of the client.

RESTRICTIONS

- No nails, push pins, tape, command strips, adhesive, etc. allowed on walls.
- No smoking allowed inside the facility.
- No confetti or loose glitter of any kind allowed inside or outside the facility.
- Use of rice, birdseed, etc. is prohibited inside or outside the facility.
- No hay/straw bales allowed inside the facility.
- Only dripless or votive candles (enclosed in glass) are permitted. No taper candles.
- No candles permitted outside of the facility.
- Dispose of ice in the kitchen sink.

FACILITY RENTAL EXIT FORM

Park staff will do a walk through with the contact person at the conclusion of the event to assess damages (stains, policy violations, equipment misuse, etc.) Either the client or the department will make comments if there are any violations. Please designate one (1) contact person who can stay following the event to walk through the facility and complete the Facility Exit Form with your Event Attendant. Both the client (or contact person) and your Event Attendant will then sign the exit form.

DUE DATES

All paperwork and final payments are due no later than 21 days prior to the event. The Park Department may not be able to accommodate requested changes after this time. Final payments include the \$250 damage deposit and rental fees are also due.

ROOM DIAGRAM

The Park Department will set up and tear down all tables and chairs, except in the case of a patio ceremony. Ceremony seating will be set up for your event, but you and/or your guests will be responsible for moving chairs to accommodate reception seating. Your Event Attendant will assist you.

Available for your use are (32) 60" round tables (seat 6-8), (20) 6'x3' rectangular tables and 300 banquet chairs and (6) 30" high tops. Clients are required to fill out a blank Room Layout sheet provided in the Rental Packet for room set up. Be sure to include your total number of tables and chairs needed for set up.

Primary Contact: _____

Relationship to Client: _____ Phone: _____





Food Caterer Information Sheet and Policies

Due Date: _____

Event/Event Date: _____

Name of Caterer: _____ Contact Name: _____

Address of Caterer: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Arrival Time: _____ Departure Time: _____

Memorial Station Food Caterer Policies:

1. The caterer cannot enter the facility until the time designated on the client's agreement.
2. The client will be charged \$125 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
3. Caterers must have a current City of Belton Occupational License – City Clerk's office (\$70) if serving food during the event.
4. No duct tape, nails, staples, screws, etc., are allowed for use on tables or other equipment.
5. No confetti, bird seed, rice, etc. of any kind is allowed inside the facility.
6. Only dripless or votive candles (enclosed in glass) are allowed inside the facility.
7. If the kitchen is used, it must be cleaned, including the floor swept and mopped before leaving. Cleaning supplies will be provided.
8. All supplies, food and drink, must be removed from the kitchen by the end of the rental time.
9. The caterer MUST check-out with the Event Attendant before final exit.
10. All vendors report directly to the client. Any damages or policy violations will be the client's responsibility.

The Park Department is not responsible for any policy violations by the caterer or client. I understand the above policies.

Caterer will be delivering only

I will not be using a caterer for this event





Outside Vendor(s) Information Sheet

Please list all vendors/outside companies that you will be using for your event, including DJ, florist, cake, photographer, transportation, rental companies, etc.

If you have outside rentals with deliveries, Park Department staff must approve drop off and pick up times two weeks prior to event. We cannot store any rentals after your event.

NAME OF VENDOR	SERVICE PROVIDED	ADDRESS AND/OR EMAIL	PHONE



