

APPLICANT: \_\_\_\_\_

CITY OF CALDWELL, KANSAS  
14 W CENTRAL  
CALDWELL, KANSAS 67022  
620.845.6514

**PARK PLACE RENTAL/USE REQUEST**

*GRANTING OF PERMISSION TO USE THE PARK PLACE BUILDING DOES NOT IN ANY WAY CONSTITUTE  
AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY  
THE CITY OF CALDWELL, KANSAS*

This form must be completed in its entirety and returned to the City Office before your event. Please note that if you wish to have alcohol at your event, you must complete page 3 of this application and return it for approval by the City Commission by either the first or third Wednesday of the month before your event.

All payments shall be received before the event. Please make all checks payable to "The City of Caldwell".

**GENERAL TERMS AND CONDITIONS:**

1. Smoking is prohibited in all areas of the facility.
2. Children accompanying adults must be supervised at all times.
3. Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. A disposal fee of \$25.00 may be applied if necessary.
4. The City of Caldwell reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.
5. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Park Place Building property resulting from Lessee's use.
6. The City of Caldwell does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
7. Any items/supplies brought into the facility or placed on the property must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
8. All events must conclude by 12:00 midnight.
9. The building should be left, in as much as possible, as it was found.
10. Tables and chairs in the building should be used wisely. Never move the tables with items on them or allow people to sit on them at any time. Also, do not remove them from the building.
11. A post rental inspection will be performed and if any of the above guidelines are found to be violated, you will subject to paying any incurred costs for repairs to the building or equipment.
12. The City of Caldwell is not responsible for damages or claims of any kind, whether to persons or property, arising from an incident during occupancy of the building and/or its property. The User agrees to indemnify and hold harmless the City of Caldwell, its employees or City Commissioners from all such damages and claims of every kind.
13. User agrees to reimburse the City of Caldwell the cost of repair or replacement for any damage to any property, real or personal of the City of Caldwell and/or its property, caused by any person attending the function for which the building and/or its property was used.
14. User agrees that no unlawful use shall be made of the building and/or its property, and user agrees to comply with the rules and regulations of the City of Caldwell. *No illegal drugs of any kind shall be allowed in the community building or on its property. Smoking of any kind shall not be allowed in the building.*

In requesting the use of the Park Place Building, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**RENTER INFORMATION: (PLEASE PRINT CLEARLY)**

Organization: \_\_\_\_\_

Individual/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT INFORMATION:**

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Time of Rental (\*\*Including Set up/Clean up\*\*):

Date: \_\_\_\_\_ FROM Time: \_\_\_\_\_ Date: \_\_\_\_\_ TO Time: \_\_\_\_\_

Are you charging fees for any aspect of your Activity? Yes  No

If YES, please explain (including fee):

**FOOD:**

Do you intend to serve food? Yes  No

**ALCOHOLIC BEVERAGE USE:**

Are you requesting permission for alcoholic beverage use? Yes  No

If you marked **yes**, please complete page 3 of this application.

Type of Alcohol: Beer  Wine  Liquor

How Dispensed: Open Bar  BYOB

## ALCOHOL CONSUMPTION EXEMPTION:

\*COMPLETE THIS FORM IF YOU ARE REQUESTING PERMISSION FOR ALCOHOLIC BEVERAGE CONSUMPTION\*  
**THIS APPLICATION IS REQUIRED IF YOU ARE WISHING TO CONSUME OR SERVE ALCOHOL AT YOUR EVENT**

I, \_\_\_\_\_, ON BEHALF OF MYSELF/\_\_\_\_\_ ORGANIZATION, WILL BE RENTING THE PARK PLACE BUILDING AND HEREBY REQUEST THE CITY COMMISSION TO ALLOW MY/OUR PRIVATE EVENT AN ALCOHOL CONSUMPTION EXEMPTION PURSUANT TO ORDINANCE NO. 1339:

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ESTIMATED ATTENDANCE: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

1. The consumption of Alcoholic beverages is prohibited in or on the premises unless expressly authorized by the City Commissioners.
2. If alcoholic beverages are permitted, use shall be confined to the Park Place Building and Lessee acknowledges and agrees to uphold state law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years. NO ALCOHOL OUTSIDE OF THE BUILDING PREMISES.
3. Alcoholic beverages will *not* be sold.
4. The alcohol consumption exemption will not appear in any event advertising.

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE REVIEWED