**KOENEMAN PARK GAZEBO RENTAL INFORMATION**

**To reserve your space at the Koeneman Park Gazebo you must complete the attached application and sign a copy of the rules for use of the Gazebo.**

* Residents and non-residents are allowed to reserve the Gazebo at Koeneman Park at resident and non-resident rental fee.
* **Permits are not transferable.** The permit **must** be shown to park attendant upon arrival.
* **Nothing is final until the application is on file and fee is paid.**
* **City Sponsored events have priority for park use.**
* **Use of the area for just picture taking without reservation would have no cost but the area would not be marked off by signage of picture taking in progress.**
* The gazebo at Koeneman Park may be reserved for weddings ceremonies and picture taking only. **NO EXCEPTIONS**
* Gazebo rental are on a first come first serve basis.
* You may call up to one year in advance at 314-388-3040 ext 1, to reserve you date.
* Rentals are for 2 hour blocks of time. Choices are: 9 a.m. – 11 a.m., 12 p.m. – 2 p.m., 3 p.m. – 5 p.m., and 6 p.m. – 8 p.m.
* **Rental Fee:** Residents: $50.00 Non-Residents: $100.00
* **Non-Residents qualify as residents only if the parents of the Bride and/or Groom are residents.**
* Minimal electricity is available.
* No food is allowed.
* If chairs are used they must be placed inside the Gazebo or on the sidewalk and parking lot **ONLY.** Park does not furnish chairs. Putting up and taking down chairs must be done in your designated time frame.
* Walking trail by Gazebo will be marked off and signage will be posted wedding in progress.
* Picture taking must be done within the two hour block of time reserved for wedding.
* Minimal decorations are allowed. They must be applied with tape **(NO DUCT TAPE, WIRES, OR NAILS ALLOWED)** or floral putty. All decorations must be up and removed during your designated time and before leaving the Gazebo and/or park.
* Payment for a reservation must be made at the time you make the reservation. Methods of accepted payments are cash check, or money order; make payable to the City of Jennings. **FAILURE TO MAKE PAYMENT WILL FORFEIT YOUR RESERVATION.**
* Refunds – Any request received 21 days or more prior to the reservation date will receive the entire amount. There will be no refund if request is received less than 21 days prior to the reservation date.
* Date or time changes may be made if notification of the desired change is received 21 days or more before the original reservation date and if desired date and time are available.
* You will receive a permit listing your reservation date and time. You must have this with you the day of your reservation.
* Parking is allowed at both the upper and lower parking lots. Upper lot may be reserved for the wedding party only during your designated time frame only.
* If you wish to reuse the Gazebo for picture taking 1 hour time frames maybe used at $25.00 per hour.
* Park staff contact is as followed:

**PARK SECURITY 314-956-3005**

The City of Jennings is not held responsible for any personal injuries, theft, or damages to personal items. If any problems should occur report it to the **POLICE DEPARTMENT 314-385-4672** or for an emergency **CALL 911.**

You may call the Recreation Department at 314-388-3040, ext. 1 with any questions you may have regarding Koeneman Park Gazebo rental.

I have read and agree to follow the rules for the usage of the park. I also agree to inform all those in my party of these rules. **PLEASE KEEP A COPY FOR YOUR RECORDS.**

**SIGNATURE OF APPLICANT DATE**

**KOENEMAN PARK GAZEBO APPLICATION**

**Today’s Date: Date Approved:**

**Name of Applicant:**

**Address:**

**Home Phone: Cell: Work:**

**Name of the Wedding Party:**

**RESERVATION INFORMATION**

**Date: Number of People:**

**Time slot rental are for 2 hour block of time. Choices are:**

**9:00a.m.–11:00a.m 12:00p.m.–2:00p.m. 3:00p.m.–5:00p.m. 6:00p.m.-8:00p.m.**

**Picture Fee: Residents $50.00 Non-Residents $100.00**

**By my signature, I understand that I am responsible for the use of the gazebo during our designated time. I will enforce the above Park Policies and take responsibility for my wedding party and families for their behavior. I also understand that the City of Jennings exercises a hold harmless policy at all facilities and fields. This releases the City of Jennings, its agents, representatives or employees from any and all claims which may arise out of an accident or injury caused by negligence of the City of the City of Jennings or its agents. Representatives or employees while using city Facilities or Fields. I agree to use of my name and/or likeness (including Photographs, video, and other depictions) for publicizing Jennings Recreation program and events. I have read and fully understand the above information.**

**Print Name:**

**Signature:**

**Date:**

**OFFICE USE ONLY**

**DATE PAID REC’VD BY PERMIT SENT PICKED UP**