



## Facility & Pavilion Information & Fees

City of Washington Parks & Recreation  
405 Jefferson Street, Lower Level  
Washington, MO 63090  
(636) 390-1080  
[www.washmo.gov](http://www.washmo.gov)

Washington Parks and Recreation Department has numerous facilities and pavilions which can be reserved for private use (*such as catered private parties, private fundraiser dinners, weddings, etc.*). Rates are listed below. Facilities and pavilions may also be reserved in conjunction with a special event/use (*such as runs, walks, bike rides, contests, fairs, festivals, carnivals, circus, rodeos, concerts, etc.*), with approval (*Special Activity Application must be completed*).

Facilities are available for rent January through December excluding the following holidays: New Years' Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years' Eve.

Pavilions are available for rent April-October.

The City of Washington will supply trash cans and bags at every rental. The renter is responsible for bringing additional trash bags and toilet paper beyond what is stocked. The renter is responsible for the cleanliness of the facility/pavilion and restrooms during the event. All facilities are rented on an as is basis.

*Please check with the Parks and Recreation Department regarding rules and rates for special event/use.*

### **Reservations:**

Reservations can be made in person at the Parks & Recreation Office 405 Jefferson Street Washington, MO or online at [https://hostedpr.tylertech.com/ParksRec\\_WashingtonMO\\_Live/home](https://hostedpr.tylertech.com/ParksRec_WashingtonMO_Live/home).

Online reservations will be done on an approval basis based on availability, etc. Once the rental is approved an invoice will be created. The renter has four (4) business days to pay the Invoice. If the invoice is not paid within the timeframe, the invoice will be VOID.

### **Fees and deposits:**

**All rental fees and deposits are due at the time of reservation.** Cash, check or credit is accepted. The City of Washington will issue any deposit refunds within thirty (30) days after the activity.

### **Cancellations:**

- Cancellations made within 24 hours of the reservation will be given a full refund.
- Cancellations made within sixty (60) days of the scheduled rental will receive 15% less the rental fee.
- Cancellations made less than sixty (60) days of the scheduled rental will result in forfeiture of the rental fee.

### **Call Out Fee:**

There is an additional minimum charge of \$90 if a Parks Employee is called out to a rental.

### **Keys:**

**Key(s) for the rental must be picked up at the Parks & Recreation Office at 405 Jefferson Street (Lower Level) Washington, MO 63090 before 5pm the day of the rental.**

If the rental is on a Saturday or Sunday, key(s) must be picked up the Friday before your rental by 5pm. The Parks & Recreation Office is not open on weekends or holidays.

Key(s) must be returned to the Parks & Recreation Office, 405 Jefferson Street (*Lower Level*) or in the yellow drop box at the Parks Shop, 1220 S. Lakeshore Drive, by 5:00pm the following day of your rental. Yellow key drop box is located on the east side of the Parks Shop.

**Insurance:**

Rentals paying with a business check or card must provide a Certificate of Insurance with the endorsement page three (3) weeks prior to the event. Certificate can be emailed to [cwarren@washmo.gov](mailto:cwarren@washmo.gov). Please see pages 9 and 10.

**Refunds:**

- Cancellation refunds will be refunded within thirty (30) days after the cancellation.
  - Damage/Key Deposit refunds are usually refunded within thirty (30) days.
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## **Bernie E. Hillermann Park**

### **1. Lions Lake Pavilion #1**

**Location:** Grand Avenue by the Gazebo

**Maximum Occupancy:** 50 people

**Rental Hours:** Noon-Midnight daily

**Rental Fees:** \$50

**Electric:** No

**Picnic Tables:** (8-10) 6' picnic tables

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** Yes

### **2. Lions Lake Pavilion #2**

**Location:** Corner of Grand Avenue and Veterans Drive by Sand Volleyball Court

**Maximum Occupancy:** 50 people

**Rental Hours:** Noon-Midnight

**Rental Fees:** \$50

**Electric Fee:** \$25 (*Optional*)

**Electric Key Deposit:** \$100 (*Required for electric usage*)

**Picnic Tables:** (8-10) 6' picnic tables

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** Yes

### **3. Lions Lake Pavilion #3**

**Location:** Veterans Drive across from the Amphitheater

**Maximum Occupancy:** 50 people

**Rental Hours:** Noon-Midnight daily

**Rental Fees:** \$50

**Electric Fee:** \$25 (*Optional*)

**Electric Key Deposit:** \$100 (*Required for electric usage*)

**Picnic Tables:** 8-10 6' picnic tables

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** Yes

### **4. Lions Lake Gazebo**

**Location:** Corner of South Lakeshore Drive and Grand Avenue

**Maximum Occupancy:** 15 people

**Rental Hours:** Noon-Midnight daily

**Rental Fees:** \$100 (*Includes the grounds around the Gazebo*)

**Electric:** No

**Picnic Tables/Tables and Chairs:** The Gazebo DOES NOT come with picnic tables, tables or chairs, however renter may supply their own.

**Setup/Takedown:** Renter is responsible for setting up and taking down any tables or chairs brought. Trash should be placed in trash cans or gathered in bags next to trash cans.

**BBQ Grill:** No

## 5. Lakeshore Drive Pavilion

**Location:** Lakeshore Drive by the Soccer Fields

**Maximum Occupancy:** 50 people

**Rental Hours:** First come, first serve

**Rental Fees:** FREE

**Electric:** No

**Picnic Tables:** (8-10) 6' picnic tables

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** No

## Fairgrounds

### 1. Administration Building

**Location:** 6 Fairground Street, Washington, MO

**Maximum Occupancy:** 75 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fee:** \$100

**Damage/Key Deposit:** \$500

**Tables and Chairs:** Has (30) 6' tables and 75 chairs folding chairs. Linens and decorations DO NOT come with the facility rental. All tables and chairs must remain inside the facility.

**Setup/Takedown:** Renter is responsible for setup and takedown of the tables and chairs.

**Cleanup:** Cleanup is included in the fee. Trash should be placed in trash cans or gathered in bags next to trash cans.

**Kitchen:** Yes, with refrigerator and sink.

### 2. Amphitheater

#### a) Amphitheater Lower Level Room

**Location:** 1261 Veterans Drive, Washington, MO 63090

**Maximum Occupancy:** 45 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fees:** \$175

**Damage Deposit:** \$500

**Tables and Chairs:** The lower level room has (20) 6' tables and 45 folding chairs. Linens and decorations DO NOT come with the facility rental. All tables and chairs must remain inside the facility.

**Setup/Takedown:** The tables and chairs are secured. The Parks & Recreation Department will setup and takedown tables and chairs based on the amount of people the renter specifies.

**Cleanup:** Cleanup is included in the fee. Trash should be placed in trash cans or gathered in bags next to trash cans.

**Kitchen:** Yes, with refrigerator and sink.

**b) Amphitheater Entire Facility**

**Location:** 1261 Veterans Drive Washington, MO 63090

**Maximum Occupancy:** Lower Level room-45, grounds-5,000

**Rental Hours:**

Package A: (1-day event) Noon-Midnight daily

Package B: (2-day event) Starts at Noon on Day #1 and ends at Midnight Day #2

Package C: (Multiple day event, up to 7 days): Starts at Noon on day #1 and ends at Midnight on the last day.

**Rental Fees:**

Package A: \$1000

Package B: \$1500

Package C: \$1800

**Damage/Key/Cleaning Deposit:** \$1000

**Includes:** Use of the entire *facility (lower level room, stage, backstage, lawn in front of the stage, grass parking lot and use of the temporary fence)*. The temporary fence is required as a parking barrier. Parks & Recreation Department will deliver the temporary fence. Renter must set up and take down temporary fence.

**Tables and Chairs:** The lower level room has (20) 6' tables and 45 folding chairs. Linens and decorations DO NOT come with the facility rental. All tables and chairs must remain inside the facility. The renter will be responsible for supplying any outside tables and chairs.

**Setup/Takedown:** The tables and chairs for the lower level room are locked up, so the Parks Department will setup and takedown the tables and chairs based on the amount of people the renter specifies. The renter is responsible for all setup/takedown beyond use of the lower level room.

**Cleanup:** Renter is responsible for all cleanup, including trash. Renter is responsible for returning the grounds the way they were found.

**Kitchen:** The Lower Level Room has a refrigerator and sink.

**3. Fairgrounds Pavilion**

**Location:** 3 Fairground Street Washington, MO 63090

**Maximum Occupancy:** 250 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fee:** \$200

**Damage/Key Deposit:** \$500

**Electric:** Yes. Outlets are located in the rafters. Only one item can be plugged into each outlet as breakers will trip if more than one item is plugged in at a time.

**Picnic Tables:** (30-35) 6' picnic tables

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** Yes

**4. Swine Pavilion**

**Location:** 11 Fairground Street Washington, MO 63090

**Maximum Occupancy:** 350 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fee:** \$200

**Damage/Key Deposit:** \$500

**Electric:** Yes. The renter will need to specify what electric drops they need to the Parks Staff.

**Picnic Tables/Tables and Chairs:** No, however the renter is allowed to bring them.

**Setup/Takedown:** Renter is responsible for setting up and taking down any picnic tables and/or tables and chairs brought in. Trash should be placed in trash cans or gathered in bags next to trash cans.

**BBQ Grill:** No

## 5. **Fairgrounds**

**Location:** Fairground Street Washington, MO 63090

**Maximum Occupancy:**

Administration Building: 75 people

Swine Pavilion: 350 people

Fairgrounds Pavilion: 250 people

Arena Bleachers:

**Rental Hours:** Starts at Noon on Day #1 and ends at Midnight Day #3

**Rental Fees:** \$3000

**Damage/Key Deposit:** \$3000

**Includes:** The use of the entire fenced in area, Fairgrounds Pavilion, Swine Pavilion, Arena, parking area in front of Amphitheater and Restrooms. Parking is not allowed on the Midway (See *Swine Pavilion, Fairgrounds Pavilion and Administration Building Information above*).

**Setup/Takedown:** Renter is responsible for all setup and takedown.

**Cleanup:** Renter is responsible for cleanup, including trash. Renter is responsible for returning the grounds the way they were found.

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans.

*The renter may also rent the Motor Sports Building and Administration Building (see Administration Building above)*

### **Motor Sports Building**

**Rental Fee:** \$150

**Damage/Key Deposit:** \$500

**Includes:** Main Room, balcony and Restroom

## **Farmers' Market**

### 1. **Farmer's Market Pavilion**

**Location:** 317 West Main Street, Washington, MO 63090

**Maximum Occupancy:** 350 people

**Rental Hours:** Noon-Midnight (*daily*), except Saturday's April-October; 3pm-Midnight

**Rental Fees:** \$200

**Damage/Key Deposit:** \$500

**Electric:** Yes

**Tables and Chairs:** No, however the renter is allowed to bring them.

**Setup/Takedown:** Renter is responsible for setting up and taking down any picnic tables and/or tables and chairs brought in. Trash should be placed in trash cans or gathered in bags next to trash cans.

*Saturday's from April-October, the renter will be responsible to clean up anything left by the Farmers' Market.*

**BBQ Grill:** No

# James W. Rennick Riverfront Park

## 1. Rennick Riverfront Pavilion

**Location:** 1 Elbert Drive, Washington, MO 63090

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fee:** \$200

**Damage/Key Deposit:** \$500

**Electric:** Yes. Outlets are in the rafters. Only one item can be plugged into each outlet as breakers will Trip if more than one item is plugged in at a time.

**Picnic Tables:** (30-35) 6' picnic tables.

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to the trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** Yes

## Main Park

### 1. AUDITORIUM

#### a) Auditorium Lower Level

**Location:** 211 High Street Washington, MO 63090

**Maximum Occupancy:** 150 people

**Rental Hours:**

Package A: (*Daily Monday-Thursday*): 10am-10pm

Package B: (*Friday, Saturday or Sunday*): 10am-Midnight

Package C: (*2 day*): Starts at noon on day #1 and ends at Midnight on day #2.

**Rental Fees:**

Package A: \$325

Package B: \$375

Package C: \$475

**Damage/Key Deposit:** \$500

**Tables and Chairs:** Has (40) 6' tables and 150 folding chairs. Linens and decorations DO NOT come with the facility rental. All tables and chairs must remain inside the facility.

**Setup/Takedown:** The renter is responsible for setting up the tables and chairs. Cleanup is included in the fee. Trash should be placed in trash cans or gathered in bags next to trash cans.

**Kitchen:** Yes, refrigerator and sink.

#### b) Auditorium Gym Level

**Location:** 211 High Street Washington, MO 63090

**Maximum Occupancy:** 350 people

**Rental Hours:**

Package A (*Daily Monday-Thursday*): 10am-10pm

Package B (*Friday, Saturday or Sunday*): 10am-Midnight

Package C (*2 day*): Starts at noon on day #1 and ends at Midnight on day #2.

**Rental Fees:**

Package A: \$500

Package B: \$600

Package C: \$800

**Damage/Key Deposit:** \$500

**Tables and Chairs:** Has (60) 6' tables and 350 folding chairs. Linens and decorations DO NOT come with the facility rental. All tables and chairs must remain inside the facility.

**Setup/Takedown:** The renter is responsible for setting up the tables and chairs. Cleanup is included in the fee. Trash should be placed in trash cans or gathered in bags next to trash cans.

**Kitchen:** No

c) **Auditorium Entire Facility**

**Location:** 211 High Street Washington MO 63090

**Maximum Occupancy:** 500 people

**Rental Hours:**

Package A: (*Daily Monday-Thursday*): 10am-10pm

Package B: (*Friday, Saturday or Sunday*): 10am-Midnight

Package C: (*2 day*): Starts at noon on day #1 and ends at Midnight on day #2.

**Rental Fees:**

Package A: \$650

Package B: \$750

Package C: \$1050

**Damage/Key Deposit:** \$500

**Tables and Chairs:** Gym Level has (60) 6' tables and 350 folding chairs. Lower Level has (40) 6' tables and 150 folding chairs. Linens and decorations. DO NOT come with the facility rental. All tables and chairs must remain inside the facility.

**Setup/Takedown:** The renter is responsible for setting up the tables and chairs. Cleanup is included in the fee. Trash should be placed in trash cans or gathered in bags next to trash cans.

**Kitchen:** Yes, the lower level.

d) **Auditorium Gym Level Sports/Practices**

**Types:** Basketball, Volleyball, Dodgeball, etc.

**Location:** 211 High Street Washington, MO 63090

**Maximum Occupancy:** 350 people

**Rental Hours:** 2 hours (*minimum*)

**Rental Fee:** \$50 (*\$25 per hour after two-hour minimum*)

**Key Deposit:** \$100

**Amenities:** Has 2 basketball hoops and a volleyball net (*whichever is needed*).

**Setup/Takedown:** The basketball hoops and Volleyball net will be set up. Trash should be placed in trash cans or gathered in bags next to trash cans. Scoreboard does not work.

2. **Main Park Pavilion**

**Location:** 205 High Street Washington, MO 63090

**Maximum Occupancy:** 250 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fee:** \$200

**Damage/Key Deposit:** \$500

**Electric:** Yes. Outlets are in the rafters. Only one item can be plugged into each outlet as breakers will trip if more than one item is plugged in at a time.

**Picnic Tables:** (30-35) 6' picnic tables.

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** No

## Optimist Park

1. **Optimist Pavilion**

**Location:** 2000 East Ninth Street Washington, MO 63090

**Maximum Occupancy:** 50 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fees:** \$125

**Damage/Key Deposit:** \$500

**Electric:** Yes

**Picnic Tables:** (8) 6' picnic tables.

**Setup/Takedown:** Trash should be in the trash can or gathered in bags next to the trash can. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** Yes

## Phoenix Park

### 1. **Phoenix Park Pavilion**

**Location:** 3001 Phoenix Park Drive Washington, MO 63090

**Maximum Occupancy:** 36 people

**Rental Hours:** Noon-Midnight (*daily*)

**Rental Fees:** \$75

**Damage Deposit:** \$100

**Electric:** Yes

**Picnic Tables:** (6) 6' picnic tables.

**Setup/Takedown:** Trash should be placed in trash cans or gathered in bags next to trash cans. If picnic tables are moved, they must be put back the way they were found.

**BBQ Grill:** No

## Washington Senior Center

### 1. **Senior Center:**

**Location:** Lower Level of the Elks Lodge, 1459 West Fifth Street Washington, MO 63090

**Maximum Occupancy:** 100 people

**Rental Hours:**

Package A: (*Daily Monday-Thursday*) 4pm-10pm

Package B: (*Friday*) 6pm-Midnight

Package C: (*Saturday*) 10am-Midnight

Package D: (*Sunday*) 10am-8pm

**Rental Fees:** \$400

**Damage/Key Deposit:** \$500

**Tables and Chairs:** Has (15) 6' tables, (8) 60" round tables, (2) 8' serving tables and 100 cushioned chairs. Linens and decorations DO NOT come with the facility rental. All tables and chairs must remain inside the facility.

**Setup/Takedown:** The tables and chairs are already set up. Cleanup is included in the fee. Trash should be placed in trash cans or gathered in bags next to trash cans.

**Kitchen:** Yes, full kitchen. All items used are to stay at the Senior Center and be cleaned.



## Rental Insurance Requirements

**City of Washington  
405 Jefferson Street  
Washington, MO 63090**

It is understood that the Lessee shall obtain and maintain insurance as outlined below, covering the Activity/Activities associated with the Rental of Facilities, Pavilions, and Special Events/Uses with the City of Washington. If more than one company is involved, each company must provide separate insurance. **Lessee shall furnish proof of coverage not less than three (3) weeks prior to the scheduled Activity/Activities.**

All insurance coverage's are to be written/placed by insurance carriers licensed and admitted to do business in the State of Missouri with an A:VII or better rating in accordance with the current Best Key Rating Guide, covering the Project(s) under the Agreement, and all policies shall be endorsed to the state that coverage shall not be cancelled, non-renewed, or limits or coverage reduced without (60) days advance written notice by certified mail, return receipt requested, to the City of Washington Parks and Recreation Department .

### **CERTIFICATE OF INSURANCE**

Lessee shall provide the Parks and Recreation Department with a "Certificate of Insurance" naming the City of Washington as additional insured on a primary, non-contributory basis and must be submitted for the Project location(s) and date(s) of all preparation for such Project occurring on City of Washington Parks and Recreation property.

### **INSURANCE**

Lessee shall not commence Activity/Activities under the Agreement until all applicable requirements and limits specified have not been approved by the City of Washington. Lessee shall, during the term of the Agreement, and its own expense, shall procure and maintain insurance as follows:

#### **1. Comprehensive Commercial General Liability Insurance (Primary and Umbrella)**

All Rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities will be required to provide General Liability coverage, including coverage for real and personal business property damage while the Lessee is in possession of or occupying City of Washington Parks and Recreation property. Insurance shall be on an occurrence basis with limits not less than \$1,000,000 single limit occurrence and \$3,000,000 in the aggregate for bodily injury, personal injury and property damage.

#### **2. Comprehensive Automobile Liability Insurance (Primary and Umbrella)**

All Rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities involving vehicles and/or equipment will be required to provide Automobile Insurance covering all owned, non-owned and hired vehicles, including the loading and unloading thereof, with limits not less than \$1,000,000 single limit per occurrence and \$3,000,000 in the aggregate for bodily injury, personal injury and property damage.

#### **3. Liquor Liability Insurance**

All rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities involving the use/sale of alcohol will be required to provide Liquor Liability Insurance in the name of the Lessee.

#### **4. Workers Compensation Insurance**

All Rentals of Facilities, Pavilions and Special Event/Uses for Activity/Activities involving the use of their employees and/or contracted employees will be required to provide Workers Compensation Insurance covering all employees, in accordance with the laws of the State of Missouri.

**ENDORSEMENT**

Issued under their General Liability policy of insurance, including coverage for property damage while property is occupied by the Lessee, for the Activity/Activities that reflects that the City of Washington is an additional insured for the Project(s).

- **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate.
- **Additional Covered Party:** Name of Person or Company: City of Washington, officers, agents, and employees of the City of Washington, individually and collectively.
- **Primary Insurance:** The Endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the City of Washington shall be excess only and not contributing with the insurance provided under this policy.

POLICY NUMBER: ██████████ COMMERCIAL GENERAL LIABILITY  
CG 20 10 10 01

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.  
ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

Sample

**SCHEDULE**

<p>Name of Person or Organization:</p> <p style="text-align: center;">City of Washington, Parks &amp; Recreations Department 405 Jefferson Street Washington, MO 63090</p>
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(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**A. Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that Insured.

**B.** With respect to the insurance afforded to these additional insureds, the following exclusion is added:

**2. Exclusions**  
This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**IDEMNIFICATION AND HOLD HARMLESS**

The applicant does hereby agree to indemnify the City of Washington, its officers, volunteers, agents, representatives and employees (collectively the "Entities") and save them harmless from any loss, damage or expense arising from the claim or demand or any person to or against said Entities on account of or as a result of the applicant's Special Activity. In case of any action, or actions, or other legal proceedings, shall be brought or instituted against the City or the Entities, the applicant will assume the defense thereof, and will indemnify and save harmless the Entities against all costs, expenses, council fees and judgements resulting therefrom providing said Entities reasonably cooperate with the applicant, its agents, employees and designees in the defense of said legal proceedings or actions.