



Facility & Pavilion Information & Fees

City of Washington Parks & Recreation
405 Jefferson Street, Lower Level
Washington, MO 63090
(636) 390-1080
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, Martin Luther King Day, Presidents Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Years' Eve.

Pavilions are available for rent April through October. Weather depending, the restroom may be closed for winterization. If the restroom would be closed, a portable restroom will be available.

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 must be made in person at the Parks & Recreation Office 405 Jefferson Street Washington, MO Monday-Friday 8am-5pm, or online at www.washmoparksandrec.com.

Fees and deposits:

All rental fees and deposits are due at the time of reservation. Cash, check or credit is accepted. All Facilities and Pavilions, with the exception of Lions Lake Gazebo, Lions Lake Pavilion #1, have a \$500 Damage Deposit.

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.

Facility Inclement Weather Cancellations:

- Renter MUST notify the City of Washington at least 24 hours before the rental.
- If the Renter fails to notify the City of Washington, a refund will NOT be given.
- Pavilion refunds will not be issued due to inclement weather.

Call Out Fee:

There is an additional minimum charge of \$90 if a Parks Employee is called out to a rental. Fee will be taken From the Damage Deposit.

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. A 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. The certificate can be emailed to cwarren@washmo.gov. Please see pages 10 and 11 for the requirements.

Refunds:

-Cancellation refunds will be refunded within thirty (30) days after the cancellation.

-Damage/Key Deposit refunds are usually refunded within thirty (30) days.

Bernie E. Hillermann Park

Lions Lake Pavilions are closed for construction – Reopen Fall 2022

1. **Lions Lake Gazebo-** *Corner of South Lakeshore Drive & 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

Fairgrounds

1. **Administration Building-** *6 Fairground Street, Washington, MO 63090*

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 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 Lower Level Room-** 1261 Veterans Drive, Washington, MO 63090

Maximum Occupancy: 45 people

Rental Hours: Noon-Midnight (*daily*)

Rental Fees: \$175

Damage Deposit: \$500

Tables and Chairs: 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

3. **Amphitheater Entire Facility-** 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.

Parking Lot/Open Space

Rental Fee: \$250

Damage Deposit: \$150

4. **Fairgrounds Pavilion-** *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

5. **Swine Pavilion-** *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

6. **Fairgrounds-** *Fairground Street, Washington, MO 63090*

Maximum Occupancy:

Administration Building: 75 people; Swine Pavilion: 350 people; Fairgrounds Pavilion: 250 people.

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-** 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 and taken to the dumpster as needed/at the end of the rental. The dumpster is located in the parking lot behind the Chamber of Commerce Building (*off Cedar Street*). *Saturday's from April-October, the renter will be responsible to clean up anything left by the Farmers' Market.*

BBQ Grill: No

Parking Lot/Open Space

Rental Fee: \$250

Damage Deposit: \$150

Hours: Monday-Friday 9am-5pm; Saturday & Sunday 7am-Midnight

James W. Rennick Riverfront Park

1. **Rennick Riverfront Pavilion-** 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

Parking Lot/Open Space

Rental Fee: \$250

Damage Deposit: \$150

Main Park

1. Auditorium Lower Level- 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.

2. Auditorium Gym Level- 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

3. Auditorium Entire Facility- 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.

4. **Auditorium Gym Level Sports/Practices-** 211 High Street, Washington, MO 63090

Types: Basketball, Volleyball, Dodgeball, etc.

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.

5. **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

Parking Lot/Open Space

Rental Fee: \$250

Damage Deposit: \$150

Optimist Park

1. **Optimist Pavilion-** 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

Washington Senior Center

1. **Senior Center-** *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: Use of the kitchen is not allowed. There is a sink across from the main office by the shuffle board area for use.

Side Rooms: Use of the side area with the TV is not allowed. Use of the Pool Table area is not allowed.



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

Rental Insurance Requirements

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.

SAMPLE ENDORSEMENT PAGE

POLICY NUMBER:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s)</p> <p>City of Washington 405 Jefferson Street Washington, MO 63090</p>
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Section II — Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

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 judgments resulting therefrom providing said Entities reasonably cooperate with the applicant, its agents, employees, and designees in the defense of said legal proceedings or actions.