

RESOLUTION NO. 2010-001

A RESOLUTION ESTABLISHING RULES AND REGULATIONS FOR PARK SQUARE GAZEBO WEDDING RESERVATIONS.

WHEREAS, the Governing Body of the City of Paola understands that the Park Square Gazebo is a popular venue for outdoor weddings; and

WHEREAS, no formal reservation policy currently exists for weddings at the Park Square Gazebo; and

WHEREAS, to provide assistance in the planning of a wedding and the certainty of knowing that the Park Square Gazebo is reserved for these special events, the Governing Body of the City of Paola desires to adopt Rules and Regulations for Park Square Gazebo Wedding Reservations;

NOW, THEREFORE, LET IT BE RESOLVED that the Governing Body of the City of Paola, Kansas, does hereby adopt the “Rules and Regulations for Park Square Gazebo Wedding Reservations” [attached] as an Official Policy of the City.

BE IT ALSO RESOLVED that all rental fees collected shall be deposited into the Capital Improvement Fund dedicated to the maintenance and repair of the Park Square Gazebo.

PASSED, APPROVED AND ADOPTED this 9th day of February, 2010.

Artie Stuteville, Mayor

Attest: [seal]

Daniel G. Droste, City Clerk



RULES & REGULATIONS FOR PARK SQUARE GAZEBO WEDDING RESERVATIONS

1. The person or entity for whom a rental / reservation is made is responsible for all actions, activities, or damage occurring during the facility rental / reservation. All paper, trash, debris, and waste shall be removed by the renter.
2. A four (4) hour maximum rental period is available for the use of the Park Square Gazebo as identified on this application. Reservations must be made at least seven (7) days in advance of your wedding.
3. All decorating must be done during the scheduled rental time. Decorations may **ONLY** be attached to surfaces with masking tape. The renter prior to the end of their scheduled time must remove all decorations, masking tape and any personal supplies or equipment. The City of Paola is not responsible for any items left by the renter.
4. Electrical connections are available on the south side of the steps of the Gazebo.
5. **DANGER!** Underground electrical wiring, gas lines, and water lines are next to and near by the Gazebo. No decorations may be placed or displayed in any manner by digging, or driving any device or item below the surface of the ground.
6. Beer and/or alcoholic beverages **ARE NOT** allowed in any park facility or on park property.
7. A WEDDING RENTAL / RESERVATION DOES NOT INCLUDE THE RIGHT TO CHARGE ADMISSION OR CONDUCT FUNDRAISING EVENTS UPON THE PREMISES. COLLECTING MONEY, DONATIONS, ADMISSIONS, SELLING CONCESSIONS, SERVICES, OR PRODUCTS IN PARK FACILITIES OR ON PARK PROPERTY IS STRICTLY PROHIBITED.
8. The Park Square Gazebo may be used by the general public prior to your reservation. This unscheduled use may result in some trash or debris being left on site. Your reservation schedule allows 1/2 hour prior to the scheduled start time for clean up. You are advised to come early and be prepared to clean the area.
9. The Park Square is a public park and the reservation and rental of the Park Square Gazebo does not entitle the renting party to the exclusive use of the entire park. Please expect that there will be children playing, other distractions, and noises that typically occur in a public park.
10. Vehicles **ARE NOT** allowed on sidewalks or grass surfaces. All vehicles must remain on the street at all times.
11. **Weather / Cancellation Policy:** The City of Paola has no control over weather conditions. The decision to cancel an event due to inclement weather or any other reason is totally at the discretion of the renter. No refund will be made for any rental fee due to inclement weather or cancellation for any other reason.
12. **Rescheduling Policy:** The City of Paola shall charge a rescheduling fee of \$25.00 to make any time or date changes to a reservation. The request for rescheduling must be made 7 days prior to the original scheduled event.
13. There will be a \$20.00 charge on all returned checks.
14. If there is a problem with the Gazebo at the time of your event, please contact **Paola Police Dispatch at 913-259-3640.**

Applicant Name: _____ e-mail: _____

Address: _____ Home Phone: (____) _____

City State Zip: _____ Work Phone: (____) _____

Cell Phone: (____) _____

Name of Bride: _____

Name of Groom: _____

Date of wedding: _____

Hours: 8:00 am to 12 Noon

1:00 pm to 5:00 pm

6:00 pm to 10:00 pm

Reservation Fee: \$50.00 for each 4 hour period

Assurance Statement / Hold Harmless: I have reviewed the Park Square Gazebo Wedding Reservation Rules and Regulations. In making this reservation, I fully understand that I will be held responsible for any violations of state laws and City of Paola Ordinances at the location and time specified on this permit. I assume responsibility and will pay for any damage or loss that may occur to the Gazebo. I agree to hold the City of Paola harmless from and against any loss, cost, or damage of any nature arising out of any action or claim against the City of Paola or its agents or employees, in connection with or relating to any alleged injury or damage occurring in or around the Gazebo or the Park Square immediately before, after, and during the period for which the Gazebo is reserved.

Signature of Applicant / Renter

Date

Rental Fee Paid: \$ _____

Received by: _____