

City of Monett
Park Casino Rental Agreement
217 Fifth Street, Monett, MO 65708
Phone: 417-235-3544
Fax: 417-235-4606
Casino: 235-7111 (not for reservations)

FEE SCHEDULE

Lounge (small room)	\$25.00 per hour
Minimum rental of two hours	
Hall (large room)	\$35.00 per hour
Minimum rental of three hours except for Friday 12:00 p.m. (noon) through Saturday 12:00 a.m. (midnight), then the minimum rental shall be six hours (New Year's Eve requires a six hour minimum rental)	
Entire facility (both rooms)	\$50.00 per hour
Minimum rental of three hours except for Friday 12:00 p.m. (noon) through Saturday 12:00 a.m. (midnight), then the minimum rental shall be six hours (New Year's Eve requires a six hour minimum rental)	
Holidays	
Lounge (small room)	\$50.00 per hour
Hall (large room)	\$70.00 per hour
Entire facility (both rooms)	\$100.00 per hour
Alcohol use (Hall)	\$100.00 add-on charge
Alcohol use (Lounge)	\$25.00 add-on charge
Dancing fee	\$50.00 add-on charge
Must rent the entire facility if dancing is part of the activities	
Kitchen use	\$25.00 add-on charge
Kitchen rental is only available if renting the Hall (large room) or entire facility	

A security/cleaning deposit is required for all events that serve alcohol.

You will not be permitted to enter the building until 15 minutes before the starting time indicated on the contract.

The Park Casino closing time is 12:00 a.m. (midnight). All people and equipment must be out at this time. You will be charged a late fee equal to the deposit amount for any time after 12:00 a.m. (midnight).

USE POLICY

- (1) There are no exceptions or discounts to the adopted fee schedule for any individuals or groups renting the Park Casino.
- (2) No date will be reserved for any individual or group until payment in full is received by the City Collector and the renter has submitted a fully executed Rental Agreement. The following refund policy shall apply:

0-5 Days Prior to the Event.....	No Refund
6-14 Days Prior to the Event	50% Refund
15-90 Days Prior to the Event	75% Refund
More than 90 Days Prior to the Event.....	100% Refund

There are no exceptions to this refund policy.
- (3) Reservations shall be made through the Building Development Office or City Collector's office at City Hall by calling (417) 235-3544.
- (4) There shall be a minimum of two hours between reservations for the entire facility or for each room to allow the Facilities Attendant to clean, set-up, etc...
- (5) No barbecue grills shall be permitted in the building or on the patio or terraces.
- (6) The rental party and guests may only consume alcohol inside the building or on the terraces. No alcohol is permitted on the park grounds or parking lot. No outside alcohol may be brought on the premises which includes the park grounds and parking lot.
- (7) Bands, DJ's or live music shall only be permitted indoors and shall not be on the patio, terrace or surrounding park area.
- (8) The individual or group reserving the facility shall be responsible for any damage done to the building or contents during their event.
- (9) The City of Monett shall not be responsible for items lost, stolen or broken during the event.
- (10) The use of nails, tape, pins or staples to fasten any decoration or display onto the walls or ceilings is prohibited (including piñatas).
- (11) All decorations or displays shall be removed or disposed of by the renter. The City of Monett reserves the right to dispose of materials or supplies left behind by the renter.
- (12) The City shall maintain full authority over the Park Casino facility and may deny rental or use of the facility for inappropriate activities or due to misconduct or failure to abide by the facilities policy.
- (13) **Children must be supervised at all times. Failure to supervise children may lead to violators being expelled from the facility.**

Date of Rental:

Name/Organization:

Address:

City/State/Zip:

Phone:

Email:

	Start Time	End Time	Total Hours	Total Cost
Lounge (small room)				\$
Hall (large room)				\$
Entire facility				\$
Alcohol Use				\$
Dancing				\$
Kitchen Use				\$
Total amount due				\$

- Type of function: Reunion Party Meeting Dance Reception Other _____
- Approximate number of people attending? _____
- Table size: _____ 8' rectangular _____ 6' rectangular _____ 60" round
- Will you need serving tables? Yes No How many? _____
- Will you need chairs for everyone to be seated? Yes No

Fill out the table layout plan for how you would like your tables to be arranged.

Please return this page & table layout plan with payment (made payable to City of Monett) to:

City of Monett
 217 Fifth Street
 Monett, MO 65708

By signing this document the Renter acknowledges that they have read and understand the use policy and fee schedule, and that the City of Monett is not responsible for personal injury or loss of property. The renter acknowledges that there will be security cameras in use at the facility that may or may not be recording the event.

By execution of this agreement, Renter and all members of the party give implied consent to the City of Monett and its employees to inspect the premises and review the conduct of the Renter and guests to determine the safety of the City of Monett Park Casino as to any anticipated breach of the peace. Renter and all guests, by implied consent, agree that the Monett Park Casino may be closed after determination by the City of Monett or its employees that there exists a condition which would breach the peace and/or cause harm or detriment to the Casino and/or any persons. No refunds will be made of the advance payment.

Signature: _____