



Large Group Application

Parks & Recreation: Get Out ~ Get Active ~ Let's Play

Select One

Multi-Purpose Room

Tappmeyer House

Select One

Banquet Set-Up

Auditorium Set-up

Day & Date Requested _____ Time _____

Time requested should include set-up & tear down time as well as actual event time.

Type of Event _____ Expected Attendance _____

Organization Name _____ Non-Profit ID # _____

Contact Person Name _____

Address _____ ZIP Code _____

Phone Number _____ Email _____

Will refreshments be served? _____ If yes, what? _____

Will alcohol be served? _____ If yes, name of caterer _____

Only a licensed caterer may serve alcohol. A copy of the liquor license must be forwarded to the Parks & Recreation Office at least seven (7) days prior to the event.

Will the event be publicized? _____ If yes, how? _____

If you wish to publicize your event, the location cannot be named in newspapers or other publications without approval of the Director of Parks & Recreation.

Fees: _____ First 4 Hours + _____ Add'l Hours + _____ Equipment Rental = _____ **Total Due**

A separate \$250 refundable security deposit is due with payment. It will be refunded within 10 – 14 business days provided there are no damages to the room.

By signing below, I agree to abide by the above policies. I have also read the Policies & Guidelines and will abide by them at the event. In addition to acceptance of these policies, I, the undersigned, intending to be legally bound hereby for myself, my heirs, executors and administrators agree to indemnify and hold the City harmless from, and waive and release, any and all claims for damage, demands, actions and causes of actions against the City of Creve Coeur, its officials, representatives, employees, successors and assigns, for any and all injuries and/or damages occurring during or resulting from my event.

Signature

Date

Approved by Parks & Recreation Representative

Date