

CAMERON COMMUNITY CENTER

COMMUNITY CENTER SPECIAL EVENT USE APPLICATION

Application must be submitted a minimum of 7 business days prior to event.

Completion of application does not guarantee approval for use.

This application is a starting point only. Depending on the details of your event there will be additional requirements which will be determined after review of application and visiting with city staff.

Event Name: _____ Date: _____

Organization/Group/Affiliation Name: _____

Organization Address: _____ Phone: _____

Event Organizer /Contact Name: _____

Address: _____ Email: _____

Phone: _____ Cell Phone: _____

Secondary Contact Name: _____ Phone: _____

Address: _____ Email: _____

Security/Cleaning Deposit: A \$150.00 deposit will be required as part of the use agreement, and shall be submitted with application. It shall be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement, or if requested date and/or times are not available, or if event is canceled due to weather etc. and there are no acceptable alternative dates to re-schedule the event. Deposits need to be turned in at the time of application to the Community Center Business Manager.

General Use and Fees: The initial fee includes use of event center building, use of electric, trash and recycling bags and initial supplies for restrooms, stocked at the beginning of event.

Extraordinary Measures: In the event of severe weather or other unexpected events, extraordinary measures may need to be taken to ensure fairgrounds are usable in a specific time frame. Under these circumstances, additional charges may apply (clean-up, contractors, extra staff, etc.). Additional costs required to the building and grounds due to extraordinary measures will be upon the prior mutual agreement of the Event Organizer/Applicant and staff.

Fee schedule :

Front Meeting Area

Sunday - Thursday \$150/day x _____ days = \$ _____

Friday \$350/day x _____ days = \$ _____

Saturday \$400/day x _____ days= \$ _____

Full Weekend \$600 (back area can be added for \$200)

Back Area \$200/day x _____ day = \$ _____

Additional Fees Payment: Any remaining fees for costs associated with the use must be paid in full 30 Days after invoice. Event Organizer/Applicant are responsible for any remaining balances.

Cancelation Policy: If the Event Organizer/Applicant or Secondary Contact shall submit, in writing, the request for cancellation a minimum of thirty (30) business days before event a full refund will be issued. If the written request is received a minimum of ten (10) business days before the event, 50% shall be refunded. If the written request is received within five (5) business days of the event, no refund shall be granted.

INSURANCE REQUIREMENTS:

The City of Cameron strictly adheres to the following insurance requirements for Non-profits / Businesses / Organizations. These insurance requirements shall not be waived for any reason. The certificate of insurance shall reflect the following:

Must provide proof of general liability insurance with a combined single limit of not less than \$1,000,000 per occurrence. In those cases when a general liability policy has an annual aggregate limit, the aggregate limit should not be less than 2 times per occurrence limit, or \$2,000,000.

Provide a Certificate of Insurance naming the City of Cameron as an additional insured along with the appropriate additional insured endorsement and be provided 10 days in advance of a schedule event.

All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.

If higher limits are being maintained than the minimums required, the City of Cameron requires and shall be entitled to coverage for the higher limits being maintained.

Insurance required by this reservation form and supported by the additional insured endorsement shall be as broad as necessary to support the hold harmless requirement in the form or as broad as the indemnitor's insurance coverage, whichever is broader.

If the Licensee receives a non-renewal, cancellation notice, or change in coverage form from an insurance company affording coverage required herein this section, licensee shall notify the city in writing prior to the special event.

If the event involves physical activity and a participant fee (such as 5k fun run), the Licensee must include and protect the City of Cameron in its hold harmless wording on their participant waivers.

If the event involves the following activities the City of Cameron may require those vendors to meet the above insurance requirements: tractors, lawn mowers, bicycles, martial arts, boxing, kickboxing, ultimate fighting, or any other type of fighting competition, climbing walls, zip line, or events intended for climbing, descending, or rappelling over ten feet, carnivals, firework shows or displays, and balloon event or activity.

If the event involves the following activities the City of Cameron may require additional insurance limits and/or requirements: motorcycles, dirt bikes, go-cart, scooters, all-terrain cycles or vehicles, poker runs, demolition derbies, stunt driving, speed contents, firearms competitions, bounce houses, and inflatable balls.

If the event involves alcohol being served, the Licensee agrees to maintain Liquor Legal Liability insurance at a minimum of liability not less than 1,000,000 per occurrence. This coverage requirement may be satisfied by way of endorsement to the Licensee CGL coverage; however, host Liquor Liability coverage shall not satisfy this requirement. The Licensee Liquor Liability insurance shall endorse the City of Cameron as an additional insured, whether written on as a separate policy or as an endorsement to the Licensee CGL insurance

No provision of this special event contract shall constitute a waiver of the City of Cameron's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

HOLD HARMLESS:

The user(s) hereby agree to abide by the City of Cameron rules and regulations. Additionally, the user(s) to the fullest extent permitted by law, agrees to indemnify, defend and hold harmless the City of Cameron, its officers, agents, volunteers, employees, invitees, and lessees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court cost, or alternative dispute resolution cost arising out of, or related to being allowed to conduct business at this event and the use of City's facilities, building, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury(including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of the user(s), its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the user(s) to or anyone for whose acts the user(s) may be liable.

BASIC RULES:

The following is a guideline of general rules and is in no way a complete list of all applicable rules. Additional rules and restrictions may apply depending on each individual event and will be determined after visiting with staff about the proposed specifics of your event.

EVENT ORGANIZER AND/OR APPLICANT ARE RESPONSIBLE FOR ENFORCING THESE RULES.

- Event Organizer/Applicant is responsible for any damages or other incidentals.
 - Maintenance, security, medical or any other staff for events are not provided by the City. Recommend the Event Organizer/Applicant have an emergency medical and safety plan in place.
 - Permits are nontransferable.
 - No individual drinks in glass bottles are permitted, only plastic bottles or aluminum cans.
 - Flameless candles only are allowed in the community center building.
 - Vending of food or other items is not permitted without prior approval.
 - No admission, parking or other fees are permitted unless prior approval granted by the City.
 - A copy of a list of all vendors, hired companies, suppliers, etc., who will be in the building or fair grounds shall be submitted to the City no less than three (3) business days prior to event start date and time.
 - The City reserves the right to cancel a rental event in whole or in part, at any time, for any reason. Such reasons could include, but are not limited to; inclement weather, or lack of documentation/information by Event Organizer/Applicant. Depending upon circumstances, a portion of the deposit may be returned to the Event Organizer/Applicant.
 - Activities that could cause damage to the building or fairgrounds may not be permitted or require special agreement
 - Slip and Slide type water features are not permitted.
 - The capacity of the front part of the building is 196 people. The back of the building has a capacity of 346 people. Allowing more patrons is a violation of city code and make result in termination of this agreement, fine, or both.
 - Some events will be required to post and maintain City provided warning notice signs in clearly visible locations at major entrances to the event and throughout the event location as determined by the City.
 - For Profit events can be permitted under certain conditional uses and approval of the Community Center Board.
 - Garage sales / flea markets in the building, parking lot, or grounds must be approved by the Community Center Board.
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I, the undersigned, hereby certify that I will be personally responsible for any damage and have read the rules and regulations governing the use of the City of Cameron's community center and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of the request or revocation of the community center use.

Signature: _____ Date: _____

Name (please print clearly): _____

The following must be submitted with this request:

1. List of additional information and any special requests that will assist in the evaluation of this request
2. A \$150.00 deposit (check, cash). (Credit card payments will be accepted at City Hall 205 N Main St, between the hours of 8:00 am and 5:00 pm Monday through Friday.)

Submit completed application request and deposit to:

Community Center Business Manager JoAnn Akey
(816) 632-8604

communitycenter@cameronmo.com

For additional information on the facilities visit the City of Cameron website, or contact JoAnn Akey at (816)-632-8604 or City Hall at (816)-632-2177. The Event Organizer/Applicant listed on this application will be notified if additional information is needed to process this request.

For after-hours assistance during your event contact JoAnn Akey at (816)-632-8604 or in case of emergency the Cameron Water Plant at (816)-632-2844