# Reservation Request Form

# The Lodge at Ironwoods

14701 Mission Road Leawood, KS 66224
Phone: (913) 663-9153 Fax: (913) 661-7053 Email: jacintat@leawood.org

Contact Name _____ Email Address _____

Organization / Group _____

Address _____

City / State / Zip _____

Primary Phone _____ Secondary Phone _____

**Hours of Operation:** Monday - Thursday 8:30am - 10:00pm, Friday 8:30am - 12:30am
Saturday 8:00am - 12:30am, Sunday 10:00am - 10:00pm

Day _____ Start Time* _____

Date _____ End Time* _____

*Includes any time access to the facility is needed by clients, vendors, etc.
*All guests, vendors, equipment & decor must be out of the facility at the end of the rental time.
*Must be finalized 2 months prior to the event.

Event Description _____ Estimated Attendance _____

☐ We will be serving alcohol
☐ We will NOT be serving alcohol

## Reservation Information

- Leawood Residents may reserve a date on the first business day of the month, 18 months in advance starting at 8:30am.
- Non-Residents may reserve a date on the first business day of the month, 17 months in advance starting at 8:30am.
- Proof of Leawood residency is required to receive the Leawood resident rate.
- A deposit of $275 along with the completed and signed Reservation Request Form is required at the time of reservation. The deposit will be applied to your final payment.
- Reservations must be made a minimum of 30 days prior to the event date.
- Renter is responsible for all damages to the facility and will be responsible for signing and submitting all paperwork and payments related to the rental of the facility. Minimum age of renter is 18 or 21 if alcohol is being served.
- All rentals must be a minimum of 4 consecutive hours.

**Due 2 months from event date** **Due Date:** _____

- Rental Policy Check Sheet (page 3)
- Final head count

**Due 21 days from event date** **Due Date:** _____

- Rental fee calculation worksheet (page 4)
- Alcohol Permit (page 5)
- Caterer Information Sheet (page 6)
- Vendor Information Sheet (page 7)
- Room Diagram (page 8)
- Damage Deposit ($250)
- Final Payment

**By signing below, you acknowledge that you have read, understand and agree to all terms and conditions. You also agree to pay all fees related to the facility rental.**

Client Signature _____ Date _____

******Mail Payment to: Leawood Parks & Recreation 4800 Town Center Drive, Leawood, KS 66211***

Method of Payment: ☐ Cash ☐ Check (*payable to: City of Leawood*) ☐ Visa ☐ MC ☐ Discover ☐ AMEX

# Rental Fees 2016

**Minimum of 4 hours required for all rentals**

**All rental packages include tables, chairs, kitchen access, and use of portable bars**

## Prime Time Rental Rate

| RESIDENT | NON-RESIDENT | BUSINESS | LEAWOOD CIVIC / NOT FOR PROFIT | NON-LEAWOOD CIVIC / NOT FOR PROFIT |
|---|---|---|---|---|
| $290/HR | $340/HR | $350/HR | $280/HR | $290/HR |

## Discounted Package Rates

| RESIDENT | NON-RESIDENT | BUSINESS | LEAWOOD CIVIC / NOT FOR PROFIT | NON-LEAWOOD CIVIC / NOT FOR PROFIT |
|---|---|---|---|---|
| $2,800 10 HRS | $3,300 10 HRS | $3,400 10 HRS | $2,700 10 HRS | $2,800 10 HRS |
| $3,355 12 HRS | $3,955 12 HRS | $4,075 12 HRS | $3,235 12 HRS | $3,355 12 HRS |

## Non-Prime Time (Monday-Thursday 8:30 am - 5:00 pm) Discount Package

| RESIDENT | NON-RESIDENT | BUSINESS | LEAWOOD CIVIC / NOT FOR PROFIT | NON-LEAWOOD CIVIC / NOT FOR PROFIT |
|---|---|---|---|---|
| $100/HR | $130/HR | $150/HR | $90/HR | $100/HR |

## Sunday (10am-10pm) & Off Season (January & February) Rates

| RESIDENT | NON-RESIDENT | BUSINESS | LEAWOOD CIVIC / NOT FOR PROFIT | NON-LEAWOOD CIVIC / NOT FOR PROFIT |
|---|---|---|---|---|
| $210/HR | $265/HR | $280/HR | $185/HR | $210/HR |

## Additional Fees

| | |
|---|---|
| ALCOHOL PERMIT | $25.00** |
| SECURITY | $30.00/HR/Officer** |
| MICROPHONE | $10.00 |
| PROJECTOR, SCREEN, DVD, CABLE | $50.00 |
| STAGE | $75.00 |
| PATIO CLEARING | $150.00 |

****Required for parties serving alcohol.**

- One (1) officer is required for groups serving alcohol with a total attendance of 1-149 people.
- Two (2) officers are required for groups serving alcohol with a total attendance of 150 or more people.
- The count is inclusive of all persons in the facility, not limited to those just of legal drinking age.

## Amphitheater Rates

| RESIDENT | NON-RESIDENT | BUSINESS | LEAWOOD CIVIC / NOT FOR PROFIT | NON-LEAWOOD CIVIC / NOT FOR PROFIT |
|---|---|---|---|---|
| $100/DAY | $150/DAY | $250/DAY | $75/DAY | $100/DAY |

## Rental Definitions

| RESIDENT | NON-RESIDENT | BUSINESS | LEAWOOD CIVIC / NOT FOR PROFIT | NON-LEAWOOD CIVIC / NOT FOR PROFIT |
|---|---|---|---|---|
| An individual whose primary living domicile is inside the City limits (Leawood Residential Address) | An individual whose primary living domicile is outside of the City limits | When the rental group is a business or organization, a registration fee is charged or business is conducted. | An organization with an office within the city limits of Leawood and meets the Internal Revenue Service quaiifications for 501(c)3 status | An organization with an office outside Leawood City limits and meets the Internal Revenue Service quaiifications for 501(c)3 status |

Due 2 Months Prior to Event

# Rental Policy Check Sheet

Due 2 Months Prior to Event

☐ **DUE DATES**

**The completed Rental Policy Check Sheet is due 2 months prior to the event.** Leawood Parks and Recreation may not be able to accommodate any changes or variations from the information provided after this time.

**Your final head count** must be finalized 30 days prior to your event. For parties serving alcohol, changes to the number of officers assigned cannot be made after this date. If the ratio of guests to officers does not comply with the rules outlined in the alcohol permit, alcohol service will be suspended for the remainder of the rental time. (All guests must be included in the head count)

**All paperwork and final payment are due no later than 21 days prior to event.** This includes caterer sheets, vendor sheets, insurance certificates from vendors listing the City of Leawood as an additional insured, alcohol permit, room diagram and requirements, credit card number or check for damage deposit, rental fee calculation worksheet and final payment. *It is the renter's responsibility to contact Leawood Parks and Recreation with final payment and paperwork and requirements.*

☐ **ROOM DIAGRAM**

Leawood Parks and Recreation will set-up and tear down all tables and chairs. Available for use are **30- 72in round tables (seats 10), 12- 8ft x 3ft rectangle tables (used for serving food, gifts, etc), 4- 8ft serpentine buffet tables, 1- 60inch cake table (no wheels) 4- 6ft x 3ft rectangle tables, 30- 30inch bar height bistro tables, 2 portable serving bars, and 325 non-folding brown plastic chairs.** No linens are provided through the City. **The Lodge can only hold up to 300 people for a dinner reception due to fire code regulations**. Maximum capacity may be reduced dependent upon room set-up. The renter needs to submit the blank diagram provided in the packet on how they would like the room set up. *The diagram is due 21 days prior to your event.* This is very important. Failure to provide your setup during this time frame may result in the inability of the staff to do your set-up.

☐ **CLEAN-UP / SET-UP**

**In order to access the building, clients must have the facility rented.** Please make sure to include any set up time (decorating, DJ/Caterer set up, vendor drop off, etc.) provided for in your rental agreement. All items must be removed from the Lodge prior to the end of your rental time. **No items may be stored overnight in the facility**. Clients are responsible for removal of all decorations and personal belongings, clearing tables of loose trash, wiping down portable bar(s) and emptying the drain buckets, and thoroughly cleaning the kitchen. You must leave the kitchen in the condition you found it, this includes sweeping and mopping the floor, wiping down appliances inside and out, and discarding leftover food and drink. Failure to thoroughly clean the kitchen may result in a loss of damage deposit.

☐ **RESTRICTIONS**

- No nails, pushpins, duct tape, etc allowed on walls or floors
- No smoking is allowed inside the Lodge.
- No helium balloons allowed in Lodge.
- No confetti, rice or bird seed of any kind allowed inside or outside the Lodge.
- The storage room may not be used to store items. Office for attendant only.
- No inside chairs or tables are allowed outside the building.
- No hay/straw bales are allowed inside the Lodge.
- Only dripless or votive candles are permitted in the Lodge.
- No candles permitted outside of Lodge.
- Fireworks and sparklers are not permitted in Ironwoods Park.
- Dispose of ice in the sink. If ice is dumped outside on the grass, $50 of your deposit will be forfeited.

☐ **CATERER & VENDOR INFORMATION**

If you are renting anything from an outside company, proof of insurance is required prior to delivery. Any non-city provided tables or chairs brought into the facility must have felt on the bottom of the legs. *Failure to meet this requirement will result in the forfeiture of the damage deposit as well as incurring additional charges for floor repair.* **Rental companies may only deliver and pick up during the contract time. Due to events that precede or follow your rental, there can be no exceptions to this!** All deliveries must go to the rear of building. *Do not attempt to drive down the front sidewalk.*

☐ **FACILITY RENTAL ENTRANCE & EXIT FORM**

A Recreation Attendant will do a walk through with the contact person at the conclusion of the event to assess damages (stains, policy violations, equipment, etc.). Comments (notes) will be made if there are any violations by either the client or the attendant. **Please designate 2 contact people who can stay following the event to walk through the facility and complete the Facility Exit Form** with the Recreation Attendant at the end of the rental.

Primary Contact _____ Secondary Contact _____

**I have read, checked off, and agree to all the terms and conditions on this page.**

**Signature** _____ **Date**:_____

***Security time must start at beginning of alcohol service and extend until end of rental time.**

Date of Event _____ Final Rental Times _____ to _____ Security Start Time _____

**Estimated Head Count** ☐ 149 or less ☐ 150 or more *Used to determine number of officers necessary for your event*

# RENTAL FEE CALCULATION WORKSHEET

PLEASE SUBMIT WITH YOUR FINAL PAYMENT

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Prime Time | | hrs X $ | | per hour. Rental start time | | to rental end time | | $ |
| Non-Prime | | hrs X $ | | per hour. Rental start time | | to rental end time | | $ |
| Sunday / Off Season | | hrs X $ | | per hour. Rental start time | | to rental end time | | $ |
| Discount Rental Package | | ☐ 10 Hour Package | ☐ 12 Hour Package | | | | | $ |
| | Security Officer(s) for | | hours x $30 per hour. Event start time | | | to rental end time | | $ |
| ☐ Alcohol Permit | | | | | | | | $ |
| ☐ Projector, Screen, Cable, DVD, iPod input | | | | | | | | $ |
| ☐ Microphone | | | | | | | | $ |
| ☐ Stage | | | | | | | | $ |
| ☐ Amphitheater | | | | | | | | $ |
| ☐ Patio Clearing | | | | | | | | $ |
| Misc. | | | | | | | | $ |

| | |
|---|---|
| Subtotal | $ |
| (Less Deposit) | $ |
| Total | $ |

Please be sure to submit the following with your payment:

- ☐ Alcohol Permit
- ☐ Caterer Information Sheet
- ☐ Outside Vendor(s) Information Sheet
- ☐ Room Diagram
- ☐ Damage Deposit
- ☐ Final Payment

LEAWOOD
Parks & Recreation

# Alcohol Permit

| | |
|---|---|
| CONTACT | |
| ORGANIZATION/GROUP | |
| FACILITY(S) RESERVED | |
| DATE OF RESERVATION | |
| FINAL HEAD COUNT | |

**SECURITY TIMES***

EVENT START TIME: _____ TO RENTAL END TIME: _____

***Security time must start at beginning of alcohol service and extend until end of rental time.**

**THE APPLICANT UNDERSTANDS AND AGREES AS FOLLOWS:**

Applicant is personally responsible for the conduct of guests attending the function or event.

Compliance with all City, State and County laws regarding the serving and consuming of alcohol is mandatory.

Security must be present from the time alcohol service starts until the end of your rental time.

One (1) officer is required for groups serving alcohol with a total attendance of 1-149 people.

Two (2) officers are required for groups serving alcohol with a total attendance of 150 or more people.

If the ratio of guests to officers does not comply with the rules outlined in the alcohol permit, alcohol service will be suspended for the remainder of the rental time. No refunds will be given. (All guests must be included in the head count)

Alcohol is not permitted outside the building.

I have read the following and agree to abide by all rules and regulations as posed by the Leawood Parks and Recreation Department and the City of Leawood this _____ day of _____, _____.

☐ We will NOT be serving alcohol

_____
Signature of Applicant

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Parks & Recreation

# Caterer Information Sheet

Event Date

Name of Caterer

Address of Caterer

City State Zip Code

Caterer Phone Number

Caterer Arrival Time Estimated Departure Time

**Pertinent Lodge at Ironwoods Policies:**

1. The caterer cannot enter the Lodge until the time designated on the client's agreement. The client will be charged $125 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
2. Absolutely no confetti, rice, bird seed, etc. of any kind is allowed inside or outside of the Lodge.
3. Only drip-less or votive candles are allowed inside the Lodge.
4. If the kitchen is used, it must be cleaned, (including the counters and all appliances used during the event cleaned and the floor swept and mopped), before the client signs their Rental Exit Form. Cleaning supplies are not provided.
5. All supplies, food and drink must be removed from the pantry, refrigerator and freezer by the end of the rental time.
6. The caterer must provide a certificate of insurance with the City of Leawood listed as an additional insured.
7. The caterer must check-out with the Recreation Attendant before final exit.
8. The client is the contact person for the event, not Leawood Parks & Recreation.

**Leawood Parks and Recreation is not responsible for any policy violations by the caterer or client. I understand the above policies and I am aware that if any of these policies are violated the client will be charged accordingly.**

Signature of Client Date

Signature of Caterer Date

☐ **Caterer will be delivering only**

☐ **I will not be using a caterer for this event**

**Leawood Parks & Recreation**
**Fax (913) 339-6721**

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# Outside Vendor(s) Information Sheet

Please list **all** vendors / outside companies that you are using for your event, DJ, florist, cake, photographer, transportation, rental companies, etc.

| Name of Vendor | Service Provided | Address | Phone Number |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

For rental companies, please give description of rented item(s):

- **All vendors are the responsibility of the persons renting the facility. Any damages or policy violations will be the renter's responsibility.**
- **All the vendors have been informed about all policies and procedures.**
- **All the vendors know the contract times and understand that they cannot enter before or exit after them.**
- **The vendors know that they are not allowed to drop off items early or leave items behind.**
- **All Vendors must provide a certificate of insurance listing the City of Leawood as an additional insured.**

**I have read, understand, and done all of the above:**

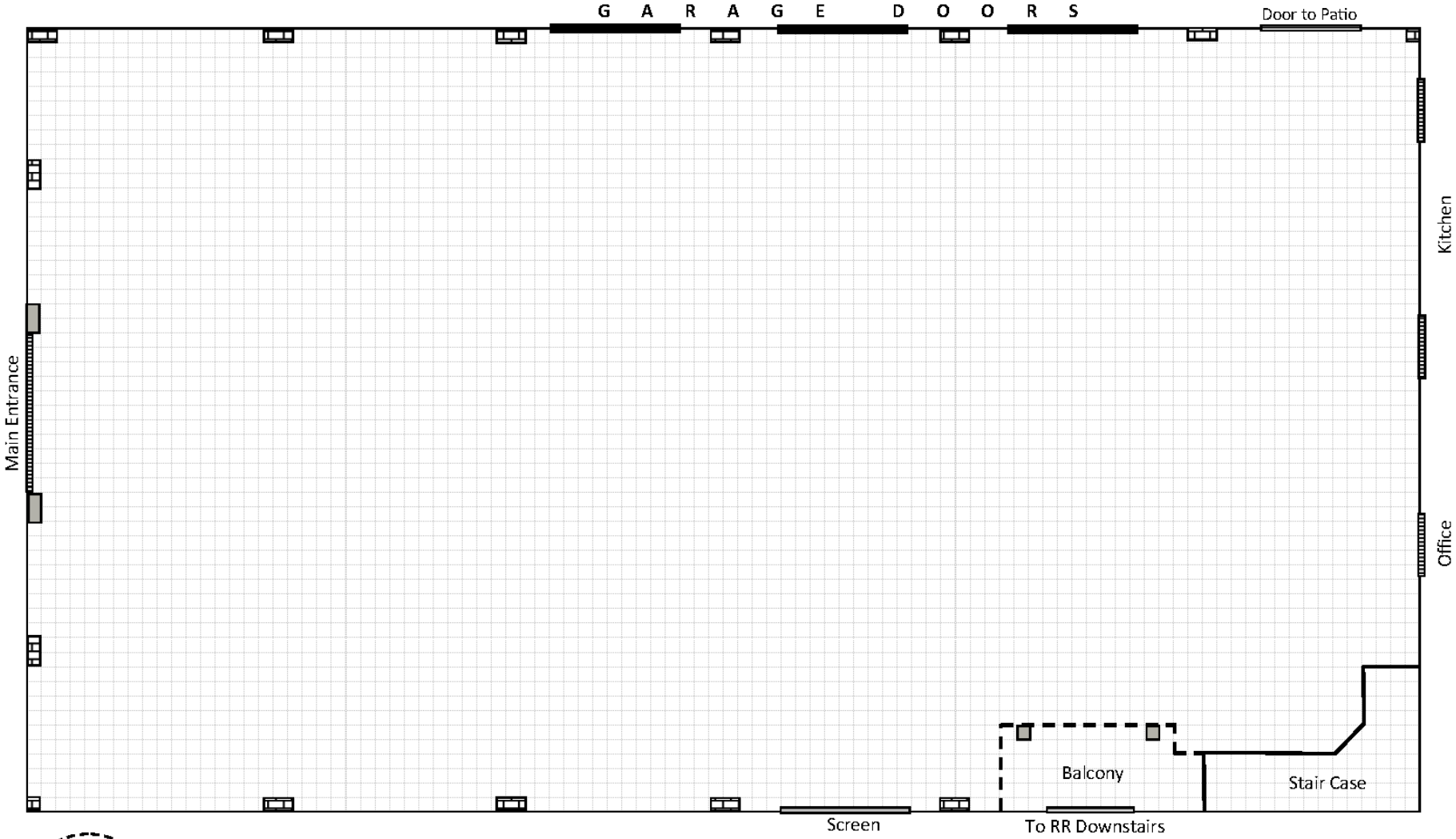
**Client Signature:** _____ **Event Date:** _____

☐ **I will not be using any outside vendors for this event**

**Leawood Parks & Recreation**
**Fax (913) 339-6721**

**The Lodge at Ironwoods**
Lodge 96'x54 | Patio 75'x25'
Capacity 300 Seated* | 500 theater style*

**Clear Patio? _____ YES _____ NO**




72" 8 or 10 TOP — Qty 30 72" Round

B — Qty 25 30" Bistro

8 x 3 — Qty 12 8 FT buffet

6 x 3 — Qty 4 6 FT buffet

Serpentine — Qty 4 8 FT serpentine

60" — Qty 2 60" Round

Qty 2 8 FT Coat Rack

BAR — Qty 2 5 FT bar

*1 Square = ~1 Foot*
**capacity can drop depending on room layout*

Adopted 8-11-99

LEAWOOD
Parks & Recreation

# Rules and Regulations

**ALL PRICES AND POLICIES ARE SUBJECT TO CHANGE**

**GENERAL POLICIES**

- The City of Leawood is not responsible for accidents, injury, illness or loss of group or individual property.
- Rental groups may only use the facilities and/or equipment specifically designated on the rental agreement. Agreements are non-transferable.
- Renters must submit requests no later than 30 days prior to the event. This does not however, ensure accommodation for their request.
- The City of Leawood will not allow the use of its facilities to individuals / groups who charge admission for attendance to an event or sell an item or product on the premisses for a profit.
- Gambling is prohibited except as permitted by Kansas State Law and/or City of Leawood Ordinance.
- Animals (except service animals) are not permitted in the facility unless part of an unauthorized program.
- Smoking is not permitted anywhere inside the facility.

**RESIDENCY REQUIREMENTS**

- Leawood residents may reserve the Lodge 18 months in advance starting on the first business day of the month. Non-residents may reserve the Lodge 17 months in advance starting on the first business day of the month. To qualify for the resident rate, you must provide proof of residency within Leawood city limits. Residency is based upon information from the Johnson County Appraiser's office. Any group wishing to qualify for the Civic / Not for Profit rate must provide verification. Only one request per person / organization. A $275 deposit and a completed and signed reservation request form are required to reserve the facility. The deposit will be applied to your final payment.
- The individual listed on the agreement is liable for all damages. All payments must be paid by the contact listed on the reservation request form.

**INSURANCE**

- The City of Leawood requires proof of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous to life, personal injury or facility damages. All outside vendors must provide a certificate of insurance listing the City of Leawood as an additional insured.

**FACILITY AND DECORATIONS**

- Rental groups should not exceed 300 people unless the group is going to have standing room only. Any event with tables, chairs, food tables, dance area, etc. cannot exceed 300 people. Maximum capacity may be reduced dependent upon room set-up. Final floor plans are subject to review and may be changed by the City of Leawood per the Fire Marshal. No exits may not be blocked and there must be ample room between tables.
- All vendors (bands, DJs, photographers, rental companies, etc.) may not enter the building prior to the rental start time and must depart by the end of the rental time on your contract. **Maximum time allowed is until 12:30am on Friday and Saturday. Maximum time Sunday through Thursday is 10:00pm**. Rental groups will be charged for all hours the room is being used including decorating and clean-up time. Failure to vacate the facility at the conclusion of the event will result in an additional $125 for every 15 minutes before or after your contract time. Please inform all vendors of this policy.
- Any non-city provided tables or chairs brought in to the facility must have felt on the bottom of the legs. *Failure to meet this requirement will result in the forfeiture of the damage deposit as well as incurring additional charges for floor repair.*
- All tables and chairs provided by the City of Leawood may only be used inside the facility.
- For groups playing music during rentals: If there is a complaint from any neighboring residents and the complainant determines the noise to be "excessive, unreasonable or unusually loud" to the point where it would "disturb, injure, or endanger the comfort of a reasonable person", the rental group will be asked to shut the doors and turn down the music to an acceptable level.
- Wi-Fi is available on-site. It is not recommended for streaming data due to the limited bandwidth.
- The City of Leawood shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. Room temperature is kept at 75 degrees. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform the City of all equipment, caterers or other special needs or uses prior to the event (i.e. grills, deliveries, tent set-up, room set-up, etc). Such requests must be made twenty-one (21) days prior to the event in order to allow time for consideration and approval. **Storage facilities are not available for renter's use. Items may not be stored overnight at the facility.**
- The City of Leawood does not provide linens, china, flatware, or decorations etc. for rentals.
- Renters are not allowed to hang anything from inside/outside wood ceiling beams or chandeliers under any circumstances.

**FACILITY AND DECORATIONS (CONTINUED)**

- Any decorating, covering or changes to the facilities should be discussed at the time of the rental application. 3M Scotch Tape or 3M Masking Tape use is allowed but must be removed following the event. No duct tape, nails, staples, screws, etc. are allowed for use on tables, walls, floor or other equipment / facilities. Only drip-less and votive candles are permitted. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited. *$50 of your deposit will be forfeited if used.* Placement, relocation or rearrangement of equipment other than tables and chairs is not permitted (benches, etc.).
- A projector is available for rent. The system is only compatible with a VGA component. If you plan on utilizing the projector you must supply a laptop with a VGA output, or bring a VGA converter (Mac & newer laptops). The Lodge will not supply a converter.
- The renter must clear all tables of debris, pick up all trash, remove decorations and dispose of all food. The kitchen and bar must be left in the condition in which it was prior to the event. Kitchen rules are posted in the kitchen and must be followed. The City is not liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules. The bar must be wiped down and cleaned thoroughly.
- Christmas decor will be on-site starting the first weekend in December through December 31. A 12 foot Christmas tree will be located in the corner next to the stairs. The decor may not be moved within the building or removed (except for religious reasons) during the month. All Christmas decor will be removed from the facility on December 31 (no exceptions).
- Parks & Recreation staff shall have the right to enter all rooms, any time, during scheduled events.
- Any group or person violating the established Leawood Parks & Recreation Rules and Regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.

**VENDOR POLICIES**

- Caterers are required to sign the Caterer Information Sheet and abide by all policies
- All vendors will need provide proof of insurance with the City of Leawood listed as an additional insured.

**ALCOHOL AND SECURITY**

- The serving or consumption of beer or liquor on the premises will be allowed under the following conditions (City sponsored events excluded):
    - Alcohol will be served and consumed by special permit only. The permit fee is $25. The permit is included in the rental packet and payment must be made at least 21 days prior to the event.
    - Those using the facility must comply with city, county and state laws and ordinances.
    - The City reserves the right to refuse a permit to any individual or group.
    - No alcoholic beverages will be allowed outside the Lodge premises.
    - No exchange of money for alcohol is allowed.
    - The serving of alcohol must stop at least 45 minutes prior to the end of the rental time.
    - Any function where an alcohol permit is issued will require security at the cost of the renter. Additional security may also be required due to the nature of the event or the size of the group.
- On behalf of the client, the City will make all of the arrangements to supply Leawood Police Officers for the event. A fee of $30 per hour per officer will be charged for this service from the time alcohol is served until the end of the rental time. Security fees are due 21 days prior to the event.
- One (1) officer is required for groups serving alcohol with a total attendance of 1-149 people. Two (2) officers are required for groups serving alcohol with a total attendance of 150 or more people.
- If the ratio of guests to officers does not comply with the rules outlined, alcohol service will be suspended for the remainder of the rental time with no refund for security or the alcohol permit. (All guests must be included in the head count).
- Groups comprised of youth ages eighteen (18) and younger must be supervised by an adult at all times (including but not limited to bar / bat mitzvahs, birthdays, high school graduation parties). Security is required for all teen parties at the cost of the renter.

**AMPHITHEATER USE**

- Use of the amphitheater for weddings requires a Special Event Use Permit. User must fill out form and follow all rules and regulations associated with using the amphitheater.
- No open flames or candles are allowed on stage.
- No nails, screws, staples, duct tape or any other means of attaching items to the stage which would cause damage.
- Renters are held liable for any damage done to the stage or amphitheater area during use.
- Renters must not use loud music or sounds which would disturb area homes.
- Electricity at the Amphitheater is available if needed. Renters must notify the City of electricity needs at least 21 days prior.
- Alcohol cannot be consumed at the amphitheater.

**PATIO USE**

- A tent may be used by the renter to cover the patio. All tents must be set up on the day of your rental and either torn down by 9:00pm the same evening or between 8:00am and 9:00am the following morning due to events the following day.
- All tents must be set with weights, it may not be staked into the ground or attached to the building in any manner.

**PATIO USE (CONTINUED)**

- The concrete planters on the patio may not be moved at any time.
- The City of Leawood is not responsible for any damages that may occur to any equipment left on the patio overnight.
- Any furniture with the exception of the currently existing patio furniture must be rented. All tables, chairs, bars, etc. provided by the Lodge must remain inside the facility.
- The City of Leawood should be notified regarding any tents, chairs, equipment, etc. being used on the patio during a rental a minimum of 21 days prior to an event.
- All vendors providing equipment on the patio must provide a Certificate of Insurance listing the City of Leawood as an additional insured.
- A patio clearing fee will be charged to client. Clients may not clear the patio.

**DEADLINES AND CANCELLATIONS**

- **2 Months Prior** - The Rental Policy Check Sheet which includes your final rental times as well as well as when you need security to be on site for your event (if applicable).
- **21 Days Prior** - The Caterer Form, completed and signed by the caterer, Alcohol Permit (if applicable), Vendor Sheet and proof of insurance from all vendors, Room Diagram, Damage Deposit (check or credit card to be kept on file in the event of damage), Rental Fee Calculation Worksheet and Final Payment. Failure to meet this deadline may result in the forfeiture of the reservation.
- All groups must designate two (2) individuals to be contact people during and following the event. These contact people will communicate with the Recreation Attendant about questions and issues that may arise. **Following the event, the designated contacts are required to walk through the facility with the Recreation Attendant and sign the exit form.**
- Any group who is transferring a date that is already scheduled will have 2 weeks from the date of transfer to find another date. The City of Leawood will transfer dates up to a max of two transfers. A $25 processing fee will apply per transfer. A group may not transfer dates within 10 weeks of the scheduled event. The date must be cancelled and re-booked if desired.
- If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The group will also be responsible for, and assessed any and all costs incurred by the Leawood Parks & Recreation Department up to the point of cancellation. **A $25 administrative fee will be assessed for any cancellation or transfer.** Any group whose cancellation is made more than ten (10) weeks prior to their event will receive a full refund minus the $25 administrative fee.
    - The cancellation fee schedule is as follows

| If the event is cancelled: | Amount Refunded to Client: |
|---|---|
| 10 weeks from event | 90% of the total amount paid |
| 9 weeks from event | 85% of the total amount paid |
| 8 weeks from event | 75% of the total amount paid |
| 7 weeks from event | 60% of the total amount paid |
| 6 weeks from event | 50% of the total amount paid |
| 5 weeks from event | 40% of the total amount paid |
| 4 weeks from event | 25% of the total amount paid |
| 3 weeks from event | 15% of the total amount paid |
| 2 weeks from event | 10% of the total amount paid |
| 1 week from event | 0% of the total amount paid |

- A $250 refundable security (damage) deposit is required for all room reservations. Rental groups are required to submit a credit card number or a check for the security deposit. You will not be charged unless there are damages, policy violations or misconduct. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Parks & Recreation Department, if necessary will assess additional charges. Any additional charges will not exceed the cost of the repair or the replacement of the damaged items. The client will be notified of any violations or damages by mail or by telephone.

**INCLEMENT WEATHER POLICY**

- During inclement weather, cancellations will be accepted if they are in accordance with the Blue Valley School District weather (snow or severe weather) policy. If Blue Valley schools are not in session, cancellations may occur if a Winter Storm Warning or Tornado Warning is issued in south Johnson County during your rental time. All scheduled rentals cancelled due to inclement weather may be rescheduled within one year of your original date, space permitting. No refunds will be given.

**TOUR INFORMATION**

- Most Wednesday evenings, 5:00-8:00pm are designated for facility tours, no appointment necessary
- If there is an event scheduled or extreme inclement weather, the tour will be cancelled. Please check www.leawood.org for updates.