



Riverside Park Wedding

REGISTRATION

Event Date _____

Rec'd By _____

Riverside Park & Ralph Mitchell Zoo
811 W. Laurel Street
Independence, KS 67301
(620) 332-2512

WEDDING INFORMATION

Bride & Groom's Name _____

Designated Contact _____

Address _____

Hm. Phone _____ Cell Phone _____

Email _____

Please Circle Preferred Method of Contact: CELL PHONE HM. PHONE EMAIL

EVENT INFORMATION

Event Date _____ Event Time _____ Anticipated Attendance _____

Rehearsal Date _____ Rehearsal Time _____

Reception Location _____ Reception Time _____

PRICING

(please indicate your choice)

Logan Fountain

_____ \$100 Half Day (5 hours)

_____ \$175 Whole Day

Sculpture Garden

_____ \$45 Half Day (5 hours)

_____ \$80 Whole Day

Carousel

_____ \$300 Half Day (5 hours)

_____ \$550 Whole Day

(additional fees and permissions apply)

Ralph Mitchell Zoo

_____ \$500 Half Day (5 Hours)

_____ \$950 Whole Day

(additional fees and permissions apply)

Park Building

_____ \$70 Entire 4-H Building

_____ \$40 Shelter House

_____ \$40 Lone Chief Cabin

_____ \$40 Large Room – 4-H Bldg

_____ \$30 Band Shell

_____ \$25 Concession House

_____ \$25 Rock Kitchen

_____ \$25 East Open 4-H Bldg

_____ \$10 Middle Open 4-H Bldg

**LOCATIONS SUBJECT TO AVAILABILITY
RESERVATION HOURS ARE CONSECUTIVE**

We welcome the use of caterers and entertainers at your event. Please be aware that there may be licensing or other requirements that will need to be provided.

Do you plan to have your event catered? Please provide contact information.

Do you plan to have a DJ, musician, or other entertainment? Please provide contact information.

Additional tables and chairs may be rented for your event. These are subject to availability. Tables are \$3.00 each and chairs are 50¢ each. These are available for use on park grounds only.

Will you be needing additional tables and chairs for your event? If so, how many?

Please list any additional questions or concerns you have regarding the arrangement for your event.

I certify that I am the authorized representative, have read and agree to be bound by the regulations, policies, and fee schedules described in the policies and procedures governing the use of Riverside Park and Ralph Mitchell Zoo facilities and that the above information is true. On behalf of the group I represent I agree to supervise all activities on the premises and to comply with and to enforce the provided policies and procedures during the time allocated for our group. I agree to and understand the fee schedule, charges, and policies governing the use of Riverside Park and Ralph Mitchell Zoo by groups. X_____

[PLEASE READ AND KEEP ATTACHED POLICIES AND PROCEDURES FOR YOUR REFERENCE]

HOLD HARMLESS AGREEMENT: On behalf of the group I represent, I agree to hold Riverside Park and Ralph Mitchell Zoo, City of Independence, Kansas, its agents, employees, and officials, while acting within the scope of their duties harmless from all causes of actions, demands, and claims, including the cost of their defense, arising in favor of the activities participant, independent contractors, or third parties on account of personal injuries, death or damage to property arising out of activities at the premises and in any way connected with the activities of the activity participant in the above event except for those acts or omissions which are the sole negligence of Riverside Park and Ralph Mitchell Zoo, City of Independence, Kansas, its agents, employees, and officials.

X

X

X

Name (please print)

Signature

Date

Address, City, State, Zip _____

Phone _____

EVENT POLICIES AND PROCEDURES

GENERAL:

- Park Buildings and Grounds are available from 8 a.m. to 12 a.m. (midnight). Your reservation time includes set-up, event, and tear-down.
- You **MAY NOT** enter buildings or begin any portion of your set-up prior to your reservation date. Should you require an additional day to decorate a facility you must reserve that facility for additional days.
- Smoking is not permitted in enclosed Park facilities. For the health and safety of our Zoo friends, we discourage smoking on Zoo grounds as well.

FEES and CANCELLATIONS:

- A 50% deposit is required at the time of reservation for outdoor events. (*Logan Fountain and Sculpture Garden deposits are non-refundable.*)
- The balance of your reservation fee is due **two weeks prior** to your event.
- The City of Independence requires a credit card authorization to be on file for the responsible party.
- Postponements and date changes must be made in writing **90 days prior** to your event. Park Staff cannot guarantee facility availability under those circumstances.
- Cancellations must be made in writing **30 days prior** to your event. Please allow up to 30 days for a refund, less any non-refundable fees.

DECORATIONS:

Decorations are welcome. However, you **MAY NOT USE** nails, screws, staples, thumb tacks, tape or any other item that creates holes in or causes any other damage to any interior or exterior part of any and all Park and Zoo facilities. This includes tables, chairs, walls, railings, stone, brick, lighting fixtures, fans or any other property, fixed or moveable, belonging to the City of Independence and/or Riverside Park and Ralph Mitchell Zoo. Should staff be required to repair or replace any item listed above the responsible party will be fined a **minimum of \$25.00** plus any replacement costs. Staff recommends zip ties, sticky tack, fishing line, twine, and the like for your decorating purposes. **Please consult Staff regarding additional restrictions for events at the Carousel or on Zoo grounds.** No items may be left overnight following your event without express permission of Staff. Direct or special wiring is not allowed. Should your event have specific electrical needs, contact Staff.

CLEANING:

The responsible party is required to return facilities to the manner in which they found them. All buildings and facilities and their condition are checked every day. Any excessive cleaning required by Staff to return the facility to a rentable state will be charged **\$10.00 per hour per employee**. This fee will be in addition to any fines for damage. Trash must be bagged but can be left inside the building to prevent animals from getting into the bags. Brooms are provided in the Shelter House, 4-H Building, and Lone Chief for your convenience. Please indicate if you will need any additional supplies (toilet paper, trash bags, etc.) **prior** to your event and Staff will make sure you have them.

ALCOHOL:

“Cereal malt beverage and alcoholic liquor may be possessed and consumed by persons of lawful age who are attending functions legally conducted in the following public buildings: Memorial Hall/Civic Center, Stich Shelter House, Lone Chief Cabin, the enclosed 4-H Building, Rock Kitchen, Concession House, and any other permanent enclosed structure owned by the City in Riverside Park. Possession and consumption of cereal malt beverage or wine pursuant to this section shall be confined within the described structures and the open area immediately appurtenant thereto, but not in other open areas.” Per City code: Article I, section 6-4 (b). **In short, persons aged 21 and over may drink beer or wine inside Park buildings and on the grounds immediately surrounding those buildings. NO ONE may drink alcoholic beverages on playgrounds, rides, or any other Park or Zoo grounds not explicitly listed above.**