



**Pavillon Rental Application**

5055 Monticello Road  
 Jefferson City, MO 65109  
 Phone: 573-636-3614  
 Fax: 573-636-8389  
 Mon - Fri 8:00 a.m. thru 4:00 p.m.

<b>APPLICANT INFORMATION</b>	Name (on-site event supervisor)		Driver License #		State:	
	Address			E-mail Address		
	City		State	Zip Code		Your Age <input type="checkbox"/> Under 21 <input type="checkbox"/> 21 or Over
	Day Phone #	Evening Phone #		Cell Phone #	Fax #	
	Company/Organization Name (if applicable)			Is this a company sponsored event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address			Company Phone # <div style="text-align: right;">Ext. #</div>		
	City		State	Zip Code		Company Web Address
	Name of Alternate Contact Person			Alternate's Day Phone #	Alternate's Cell Phone #	

<b>EVENT INFORMATION</b>	Event Date(s)	Type of Event	Estimated # of People Attending
	Event Start & End Time (include set-up/clean-up)	List the name of the shelter/facility for this event:	
	Describe your event or activity:		
If the majority of the participants will be under the age of 21 how many adult supervisors will be in attendance?			

<b>OTHER</b>	Have you already reserved the shelter/facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>It is strongly recommended that you go ahead &amp; reserve the shelter/facility to ensure its availability while your application is being processed.</i>
	Please check any of the following items that apply to your event OR check the last line indicating none apply. <input type="checkbox"/> Collection of fees on County property (i.e., donations, admissions, concessions, or merchandise sales.) <input type="checkbox"/> Additional structures such as bounce house, tents, stages, booths or trailers. <input type="checkbox"/> General public is invited or notified by the media of the event. <input type="checkbox"/> Use of grounds or facilities in manner other than their specific recreational use. <input type="checkbox"/> None of the items above apply to my event.	

*I have read and understand the rules and regulations pertaining to the use of park facilities and the issuing of a use permit. The information provided in this application is a true and accurate representation of the proposed event. I realize that any incomplete information, misrepresentation or false information pertaining to this event may result in rejection of the application, voiding of any permit issued, denying of any future usage and/or forfeiture of bonds and/or deposits.*

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Cole County Public Works Department Use Only

APPLICATION STATUS

Application is:

\_\_\_\_\_ Approved As Is

\_\_\_\_\_ Disapproved

Explanation: \_\_\_\_\_

\_\_\_\_\_ Application status is pending further information on item # \_\_\_\_\_

Specifically: \_\_\_\_\_

Need the following items turned in to the Cole County Public Works Department:

\_\_\_\_\_ Publicity plan or flyer

\_\_\_\_\_ Payment of fees/deposits

Other conditions/restrictions:

\_\_\_\_\_

FEES & DEPOSITS

Applicable Fees:

All fees listed must be paid in person at the time that the reservation is made.

\_\_\_\_\_ \$20 Two hour minimum

\_\_\_\_\_ \$10 Per Additional Hour

Number of Additional Hours Reserved: \_\_\_\_\_

\_\_\_\_\_ \$80 Daily Maximum (unlimited hours)

\_\_\_\_\_ Total Rental Fee Due

Date Received: \_\_\_\_\_

Cash: \_\_\_\_\_

Check # \_\_\_\_\_

Cancellations made during business hours at least three (3) days prior to the rental date will receive a refund of this fee.

Cancellations of less than three (3) days prior to the rental date will receive the damage/clean-up deposit only.

Date of Cancellation: \_\_\_\_\_

Are Fees Refundable? Yes \_\_\_\_\_ No \_\_\_\_\_

Rental Fee Refunded To: \_\_\_\_\_

County Check # \_\_\_\_\_

Rental Fee Returned by USPS \_\_\_\_\_ Date: \_\_\_\_\_

\$40 Damage/Clean-Up Deposit

Date Received: \_\_\_\_\_

Cash: \_\_\_\_\_

Check # \_\_\_\_\_

If upon inspection, after the event, the facility is found to be cleaned properly; all trash has been placed in the dumpster nearby; there is no damage to the pavilion, tables or any county property; there is no graffiti, etc., the full damage/clean-up deposit will be returned by mail.

Is Deposit To Be Refunded?

\_\_\_\_\_ Yes

County Check # \_\_\_\_\_

Date Deposit Returned Via USPS: \_\_\_\_\_

\_\_\_\_\_ No

Designated Agent: \_\_\_\_\_

Explanation: \_\_\_\_\_

By: \_\_\_\_\_

*Designated County Agent*

Date: \_\_\_\_\_