



181 W. Harrison St. • P.O. Box 68 • Warsaw, Mo. 65355
Phone: (660) 438-5522 Fax: (660) 438-7142

SHELTER RENTAL AGREEMENT APPLICATION

Steps to Reserve:

1. Select desired shelter(s).
2. Obtain and complete the Shelter Rental Agreement Application. Online or City Office.
3. Call or visit the City Offices to see if desired event date for the shelter you are requesting is available.
4. Submit application to City Office along with payment to reserve your shelter(s). Payment secures your shelter, date and time.

RENTAL INFORMATION: Shelters are rented per day....please select desired Shelter(s)

- Shelter 1 and or Shelter 4\$10.00 per day
 Shelter 2 and or Shelter 3.....\$25.00 per day

Non-Profit Event: Yes No, if so what is the name of the Organization: _____

Admission Fee charged? Yes No Approx. Quantity of persons attending: _____

Print Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone # _____ Alternate Phone#: _____

Rental Date: ____/____/____

Time of Rental: Start Time _____ am / pm Stop Time: _____ am / pm

Purpose of Rental: Picnic Reunion Celebration Other: _____

***NOTE: *Payment confirms & secures your Shelter/event.**

RENTAL AGREEMENT: Please read before signing

Section 1. Rental agreement form to be completed and returned to the City Office no later the three (3) weeks prior to desired use date WITH PAYMENT.

Section 2. Groups must agree to adhere to all City rules and policies.

Section 3. Board of Alderman reserves the right to cancel the reservation of a group upon giving two (2) weeks written notice to said group.

Section 4. For a full refund on rental amount, CANCELLATION must be done two (2) weeks prior to event.

Section 5. NO ALCOHOLIC BEVERAGES are allowed on ANY city property. City Code Ordinance Chapter 6700.070; G. Drinking in public places prohibited.

Signature of applicant: _____ Date: ____/____/____

OFFICE USE ONLY: Payment Confirmation

Payment Received by: _____ <i>(Staff Member Name)</i>	Receipt # _____ Date: ____/____/____
--	---

For Drake Harbor / Amphitheater Rentals contact: Jessica Kendall (City Clerk)