



Robert Cherry Civic Center Reservation Agreement

Name (Business Representative/Individual) _____

Mailing Address _____

City _____ State _____ Zip _____

Primary Contact Name _____

Daytime Phone _____ Evening Phone _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Floor Plan for Event Set Up:

Parks and Recreation Staff will provide set up of tables and chairs for your event date. Set up of décor, place settings, a/v equipment, and other permitted decorations are the responsibility of the renter. Other rules apply and are specified herein.

Message for Digital Board (Optional):

Reservation Date: _____

Set Up Time: _____

Event Start Time: _____

Departure Time: _____

Expected Attendance: _____

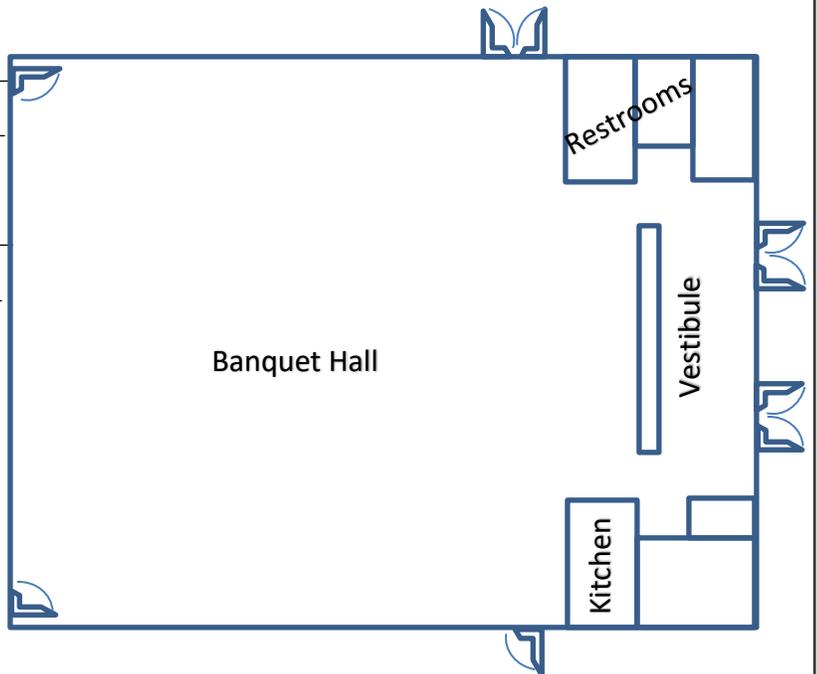
Please indicate table and chair placement on diagram. Capacity: 256

 Tables, 8ft rect. (32 available) _____

 Tables, 6ft round (10 available) _____

 Chairs (260 available) _____

Please note if you intend to use our podium, microphone, televisions, or sound system: _____



Renter's Initials

Date



Rates and Fees

Weekday and Weekend Reservation Rates

Fees do not include sales tax or credit card processing fees which are assessed with every transaction.

Monday – Thursday	\$750/day
Half Day Option (up to 5 hours)	\$500
Friday – Sunday (full day only)	\$1200/day
2 nd + Consecutive Day(s)	\$500/each additional day
Holiday Rates	\$1500/day
Blackout Dates: Blackout Dates are dates the Civic Center is not available for reservation. Independence Day, Thanksgiving Day, day after Thanksgiving, 1 st Saturday in December, Christmas Eve, and Christmas Day.	
Security Deposit (Refundable)	\$500

Payment Schedule

50% of reservation fee is due at the time the reservation is placed. The remaining balance, including the security deposit of \$500 must be paid a minimum of 15 business days prior to the event date.

The security deposit is refundable after a facility inspection is completed and no damage or issues are present. Paducah Parks & Recreation Dept reserves the right to withhold a portion of or full deposit if the following occur:

- Any damage to the facility whether minor or significant
- Renter fails to comply with rules and regulations specified during the application process and in the reservation agreement.
- Renter is not cleaned up and offsite by 1:00 am, or as specified in reservation receipt.
- Additional cleaning is required

Expenses to repair damage that are above and beyond the damage deposit will be billed to the renter.

Discounted Rates

A 20% discount is available to individuals and Non-profit organizations that meet the criteria specified herein.

Individuals who reside in the city limits of Paducah, and are hosting a family reunion, birthday celebration, wedding anniversary celebration, or wedding/reception. Must provide proof of residency at the time the reservation is placed.

The non-profit organization must be located inside the city limits of Paducah and provide proof of non-profit status at the time the reservation is placed.

Cancellation Policy

Refunds for cancellations are available as specified herein. Credit Card payments will incur additional processing fees of 2.65% of the total transaction, plus \$.25 per transaction and are not refundable. Requests for cancellation and refund must be submitted in writing to the Parks and Recreation Department as specified herein. Requests for event date changes may incur an additional 15% administrative processing fee.

Cancellations are refunded as follows:

90 days or more prior to event date	refunded at 100%
60 – 89 days prior to event date	refunded at 85%
30 – 59 days prior to event date	refunded at 50%
Less than 30 days prior to the event date	No refund available

In the event of inclement weather, closure of parks and facilities, or other emergency related events that occur on the reservation date, the City of Paducah reserves the right to cancel reservations, and the Renter will have the option to reschedule on another available date or will be eligible for a full refund.

Renter's Initials

Date



Reservation Policies, Provisions, and Responsibilities

Reservation Policies

The Robert Cherry Civic Center is available to the public for reservations for a fee, Sunday – Saturday from 7:00 am – 1:00 am.

Reservations must be made in advance and are available on a first come first serve basis. A signed contract and 50% of the reservation fee is required to secure your date.

Reservations require a primary contact, otherwise known as “renter”, who will be the responsible person for the entirety of the reservation process, up to, during, and after the event itself.

Reservations are not transferable to another person, party, or organization.

Any request for changes to a reservation must be submitted in writing no later than 30 days in advance and approved by the Parks and Recreation Department. Requests for changes may incur administrative fees as specified herein.

Renter, all attendees, vendors, their employees, etc must adhere to park and facility rules. For a complete list of park facility rules visit the City’s Code of Ordinances

https://library.municode.com/ky/paducah/codes/code_of_ordinances?nodetd=COOR_CH70PARE

Parks and park facilities are smoke and vape free.

City Ordinances

Renters are responsible for adhering to all City Ordinances. For a complete copy of the City’s Code of Ordinances, visit

https://library.municode.com/ky/paducah/codes/code_of_ordinances

Facility Provisions

The Robert Cherry Civic Center is roughly 7000 sq feet of banquet space and includes a catering kitchen, banquet space, restrooms, lobby vestibule, and equipment storage. There are 95 parking spaces available. The facility has a seated capacity of 256, and includes tables and chairs to accommodate the capacity. Additional tables and chairs brought in from an outside vendor or private party are not permitted. Specialty tables (ex: medical tables) may be requested in writing for use during reservation.

The catering kitchen includes a warming cabinet, refrigerator, ice machine, and free-standing counter space. Food must be prepared offsite. All food waste and trash must be properly stored and removed from the facility and/or placed in the dumpster located at the back of the building. Grease should be taken off site and properly disposed of.

Public wifi is available onsite. A/V access is available. Equipment is not provided.

From November 1 – January 2, the Robert Cherry Civic Center will be decorated in Christmas motif. Renter must consider decorations as placed by the City during this season when developing their layout. Decorations will not be removed or relocated under any circumstances.

Decorations

The renter is responsible for bringing in, setting up, taking down, and removing any and all décor that is not provided by the City, including but not limited to table linens and coverings, centerpieces, flowers, arches and arbors, balloons, streamers, photos and stands, as well as all serving and dining plates, cups, glasses, bowls, and utensils.

All décor must be free standing and is not permitted to be attached or secured to any surface inside or outside the facility. Decorations cannot be hung from lights. All cables and/or cords must be secured to reduce tripping hazards.

Civic Center will have Christmas motif to include Christmas tree indoors and wreaths outdoors. Décor shall not be relocated or removed.

Renter’s Initials

Date



Permitted Decorations

The following items are permitted for use as specified herein.

- All décor must be free standing.
- Fresh and artificial flowers and plants, centerpieces, vases, linens, balloons, archways, arbors, photos on stands, etc.
- The use of birdseed, bubbles, sparklers, or fog machines **are only permitted outdoors** and the renter is responsible for any and all clean-up of the parking lot and surrounding areas at the end of the event.

Prohibited Decorations

The following items are prohibited from use as specified herein.

- The use of tape, nails, glue, adhesives, staples, pins or any other similar items to secure decorations to facility surfaces are prohibited.
- Confetti, glitter, rice, sand, or any other similar items.
- Any items with an open flame, including but not limited to candles, fireworks, or any other similar items.
- Fog or smoke machines are not permitted indoors.
- Birdseed, bubbles, sparklers or other similar items are not permitted indoors.

Deliveries

Any scheduled deliveries must be completed during the reservation times on the date of the reservation.

Delivery trucks are able to load in and load out using the double door entries.

Deliveries are the responsibility of the renter, who must remain present for the duration of load in and load out.

Service Providers

All service providers must have a current business license with the City of Paducah on file, carry their own liability insurance, and be properly permitted through local, state, and federal authorities as appropriate. This includes caterers, decorating companies, musicians, DJ's, vendors, etc. Proof of compliance must be submitted 15 business days in advance.

All service provider fees are the responsibility of the renter. Securing vendors and payment to vendors as applicable are the responsibility of the renter.

Ticketed Events

If the renter is selling tickets or charging admission, they must have an active business license with City of Paducah and submit documentation 15 business days in advance of reservation.

Stage, Sound & Light, A/V Productions, ETC

Stage, sound, light, and A/V production equipment is not available and must be contracted by the renter. A/V hook up is available.

Stage and temporary dance floor rental vendors must protect the floors from any wear or damage from set up, use, and take down of the stage and/or any related equipment.

All cables or electrical cords of any type must be covered to prevent trip hazards. The use of adhesives or tape to secure the cords is not permitted.

Caterers

Caterers are preferred **but not required**, and can be selected from the City's preferred caterer's list on file. Caterers must be contracted by the renter. Caterers must have an active business license through City of Paducah, and proper permits through Health Dept. & Fire Prevention.

Cooking is not permitted onsite. Caterers and/or renter is responsible for removing all of their food waste, and trash from the building and cleaning all kitchen surfaces and equipment.

Vendors

All vendors that are setting up and selling goods will either need to be under a tradeshow license with the event organizer, or each vendor will need to have their own business license. Additionally, any vendors who are selling food will need to have a permit through the Health Dept. and may need to be inspected by the City of Paducah Fire Prevention Division.

Renter's Initials

Date



Alcohol Policies

Individuals and For-Profit entities must notify Parks and Recreation during the reservation process of their intent to provide alcohol at their event. Per Kentucky statute, the following is required for renters who intend to provide, serve, and/or consume alcohol at their event.

Public Events (For-Profit Entities)

Individuals and for-profit entities that host events which are open to the public, must hire a caterer with a valid alcohol license to serve alcoholic beverages. Caterers who serve alcohol must also serve food at the event.

Public Events (Nonprofit Entities)

Nonprofit entities wishing to sell alcohol must contact the City Clerk's Office at (270) 444-8506 to obtain a special temporary alcohol license. Please allow up to 30 days to process a special temporary alcohol license. Alternatively, nonprofits have the option of hiring a caterer with a valid alcohol license to serve alcoholic beverages. Caterers who serve alcohol must also serve food at the event.

Private Events

Private events that are invitation only, (not advertised and not open to the public) may purchase alcohol to be served and at no cost to the invited guests. Alternatively, private events have the option of hiring a caterer with a valid alcohol license to serve alcoholic beverages and food. Attendees bringing their own beverage (BYOB) is not allowed.

In the event the renter elects to contract alcohol and beverage services, the Caterer must also provide food services. Caterers cannot provide alcohol only. Caterers shall:

- Provide general liability insurance naming the City of Paducah as additional insured for up to \$1,000,000.00.
- Provide insurance to be eligible to serve alcohol in City facilities.
- Provide copy of valid liquor license.
- Provide copy of all permits authorizing the sale of food and beverage in the State of KY.
- Provide copy of City of Paducah Business License.

Renter's Responsibilities

Renter shall:

Provide a working number to address needs or issues that may need to be communicated to and from the Parks and Recreation Department, up to and including the day of reservation.

Provide all set up and clean up for the event within the reservation times of 7:00 am to 1:00 am. (Tables and chairs will already be in place).

Follow all rules in the reservation agreement, as specified herein, as well as park and facility rules published on the City's website. Provide documentation within 15 business days of reservation for alcohol and beverage services, business license for ticketed events, gaming licensure, paperwork for service providers, etc.

Facility Equipment is to remain inside the facility.

Clean up of the facility to restore it to pre-event condition including but not limited to clean up of spills, remove all decorations and other items brought in by the reservation or a service provider, etc.

Access to the facility is not permitted prior to the start of the reservation date and time. Access to the facility is not permitted after the end of the reservation date and time. Loitering after reservation hours is not permitted.

All attendees and service providers shall leave the premises by 1:00 am. We reserve the right to withhold a portion of or full deposit in the event the renter or service provider is not cleaned up and offsite by 1:00 am.

Facility damage and/or maintenance needs must be reported to Parks staff upon discovery.

Any damage to the facility, equipment, or grounds will be the responsibility of the renter.

Any additional cleaning required may incur additional fees that will be charged to the renter's credit card on file or deem the renter ineligible to receive refund of security deposit.

Renter's Initials

Date



City's Responsibilities

City will provide the following:

Clean facility that is set up with tables and chairs according to the application and floor plan submitted by the renter.

Staff on site to monitor facility, ensure facility related needs are taken care of in a prompt manner, and provide support to event organizer as reasonably possible.

At the conclusion of the event, staff on site will secure the building and disinfect and sanitize facility equipment and surfaces as appropriate to include sweeping and mopping floors, storing tables and chairs, removing trash, cleaning the restrooms, and sanitizing the kitchen.

This City is not responsible for any personal items that are missing, lost, stolen, or left on the premises.

Applicant Waiver and Liability Release

I, _____ (Renter) understand and agree to follow all the rates and fees, payment schedule, discounted rates, and cancellation policy set forth by the Parks and Recreation Department and the City of Paducah as specified herein.

I, _____ (Renter) understand and agree to follow all the reservation policies, city ordinances, and facility provisions set forth by the Parks and Recreation Department and the City of Paducah as specified herein.

I, _____ (Renter) understand and agree to follow all the rules and regulations related to decorations, deliveries, service providers, Stage, Sound & Light, A/V Productions, caterers, and vendors set forth by the Parks and Recreation Department and the City of Paducah as specified herein.

I, _____ (Renter) understand and agree to alcohol polices and assumes all responsibility for loss, expense, damage, or injury to any person or property, related to the provision and/or consumption of alcoholic beverages while on the premises.

I, _____ (Renter) understand and agree to follow all the renter's responsibilities set forth by the Parks and Recreation Department and the City of Paducah as specified herein.

I, _____ (Renter) agree that failure to comply with all rules and regulations may result in loss of security deposit and up to and including ban from future rental of City Facilities.

I, _____ (Renter) further agree to indemnify, release and hold harmless the City of Paducah, Paducah Parks and Recreation, their employees, and agents from any and all responsibility for loss, expense, damage, or injury to any person or property, and to loss or damage of any and all merchandise, cash supplies, and caterer's equipment while in parks facilities regardless of cause.

Renter's Signature

Date

Printed Name



For Office Use Only: Required Documents for Application Completion

- | | |
|---|---|
| <input type="checkbox"/> 50% Deposit – Date Received _____ | <input type="checkbox"/> Security Deposit – Date Received _____ |
| <input type="checkbox"/> Remaining Balance Paid-Date Received _____ | <input type="checkbox"/> Proof of Residency _____ |
| <input type="checkbox"/> Intent to Serve Alcohol (Caterer _____) | <input type="checkbox"/> Pre-Event Walk Thru Date/Time _____ |
| <input type="checkbox"/> Liquor License (if applicable) | <input type="checkbox"/> Post-Event Walk Thru Date/Time _____ |
| <input type="checkbox"/> Copy of Insurance (if applicable) | <input type="checkbox"/> Security Deposit Refund Issued _____ |
| <input type="checkbox"/> Additional Documentation -Date Received: _____ | |
| _____ | |
| _____ | |

Additional Reservation Notes:

If Security Deposit Refund is not issued, explain and attach appropriate documentation:

Staff Initial _____ Date _____