



## Ritz Park Event Rental Packet

Name of Event: \_\_\_\_\_

Organization Name/Client: \_\_\_\_\_

Name of Applicant/Authorized Client Representative: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type: (check one)

Promoter \_\_\_\_\_

Agency \_\_\_\_\_

Individual \_\_\_\_\_

Organization \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

EVENT INFORMATION

Date(s) Requested: \_\_\_\_\_

Purpose of Event:

Principal Beneficiary (ies) of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

\*Client is required to rent an area that is adequate for the size of the audience and required equipment

**Timing Detail:**

Load-in Begins \_\_\_\_\_

Event Begins \_\_\_\_\_

Event Concludes \_\_\_\_\_

Load-out Begins \_\_\_\_\_

Load-out Complete/Off Site \_\_\_\_\_

Is this event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_  
If entry fee, list rate. \_\_\_\_\_

Is any portion of this event closed to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a fundraiser? Yes \_\_\_\_\_ No \_\_\_\_\_

Will sales occur during your event? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, select type.  
Food \_\_\_\_\_  
Beverage \_\_\_\_\_  
Other \_\_\_\_\_

Will alcohol be served during the event? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, enclose copy of liquor license.  
If so, will it be sold?  
Yes \_\_\_\_\_  
No \_\_\_\_\_

**Please list equipment, signage, and/or props to be brought on-site by applicant for event, includes load-out.** (Please indicate provider of item).

**Who will you be using for security at your event? (Please check one below)**

N/A \_\_\_\_\_  
Certified Event Security \_\_\_\_\_  
St. Louis City Police \_\_\_\_\_

**Will you require electricity?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will there be amplified sound?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, select type:**

Music \_\_\_\_\_

PA \_\_\_\_\_

Both \_\_\_\_\_

**Are sponsors involved?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list sponsors:

**Will there be sponsor visibility/signage?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will information/goods be distributed?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will a new product or business be introduced?** Yes \_\_\_\_\_ No \_\_\_\_\_

**How will the event be promoted?**

Radio \_\_\_\_\_

TV \_\_\_\_\_

Print \_\_\_\_\_

Posters \_\_\_\_\_

Promo \_\_\_\_\_

Other \_\_\_\_\_

**Detail:** \_\_\_\_\_

**Do you expect future sales and/or income from this event?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

Event Planner/Authorized Client Representative: \_\_\_\_\_

On-Site Designated Person(s) in Charge: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM CONTENT REQUIRE IMMEDIATE NOTIFIATION OF THE RITZ PARK PRODUCTION STAFF. I HAVE READ AND UNDERSTAND THE RITZ PARK POLICIES AND PROCEDURES.

\_\_\_\_\_  
Signature of Applicant/Authorized Client Representative

\_\_\_\_\_  
Date

Approval, denial or inclusion of restrictions and/or special conditions of Event Use Permit is at the sole discretion of the Ritz Park Management.

**YOU WILL BE NOTIFIED OF YOUR APPLICATION STATUS WITHIN 10 DAYS FROM RECEIPT OF APPLICATION.**

**Accepted:**

\_\_\_\_\_  
Signature of Board President, SGCID

\_\_\_\_\_  
Date

## NON REFUNDABLE APPLICATION FEE

Application Fee: \$25.00 (\$50 if within 10 days of the event)

Make checks payable to: South Grand Community Improvement District

- Checks will be accepted no later than (2) weeks prior to your payment due date.

**Is check enclosed with this application?**                      **Yes**    \_\_\_\_\_    **No**    \_\_\_\_\_

## RESERVATIONS/DEPOSITS

Reservations for events are allowed up to one year in advance. Reservations for the Ritz Park should be made no later than 30 days. A request may be denied if application is received less than 30 days prior to the event. Upon approval of the application, client must remit a security deposit and no less and 20% of the rental fee to hold the date. An invoice for the remaining amount will be due a minimum of 15 days prior to the event.

## CANCELLATIONS

Cancellations for all events must be received at least 60 days in advance of the event to qualify for a full refund of the deposit, less any actual costs incurred by Ritz Park. If cancellation occurs less than 60 days prior to the day of the event, ½ the deposit shall be forfeited. If the cancellation occurs 14 days or less prior to the date of the event, all deposit shall be forfeited.

## FEES

Rental fee is based upon activity classification. Upon approval of the application, client must also submit a \$500 security deposit, which will be refunded upon inspection after conclusion of the event. Client must also remit no less than 20% of the deposit and the certificate of insurance/additional insured endorsement letter, for a permanent calendar hold to be placed. Client must submit deposit and required initial approval paperwork immediately not to exceed 10 business days. Late charges shall accrue at a rate of 1 1/2% per month after a ten-day period. The Client, and/or its Authorized Representatives and/or Co-Promoters cited in this approved application will be held financially and legally responsible for all expenses incurred by the event. If a Client's check is returned from the bank for any reason, Client will be charged a \$30.00 check return fee along with amount of check. Client will be required to pay this amount with either a certified check or a Credit Card. All legal costs are at the client's expense. If any invoiced charges are unpaid the client forfeits the ability to rent Ritz Park for any future use

## PERMITS

**An Event Use Permit will be issued for signature upon submittal of the following executed documents:**

- Approved Application
- Sitemap
- Insurance Documentation
- Full Payment of the Estimated Event Budget amount

All Ritz Park event-related permits will be issued to the client upon the Client's successful completion of the Ritz Park's Rental Policies and Procedures (including providing Ritz Park with copies of any other permits, addressed in the Special Conditions below, necessary for Client's event) prior to the event. The insurance certificate (see sample certificate for detail) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific dates of coverage as approved on the application and must be on file at the Ritz Park in order for a permit to be issued. The Client, its Authorized Representatives and Designated Persons in charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization. The Ritz Park permit is subject to all applicable provisions of the City of St. Louis Code and Rules and Regulations governing Ritz Park.

SPECIAL CONDITIONS

**There may be additional requirements depending upon the nature of the event. Ritz Park must approve all sale items. Ritz Park reserves the right to require, at the client's expense:**

- Certified security personnel
- Certified alcohol monitoring personnel
- Storage Fees for items left on-site pre and post event.
- Cleaning or damage assessments as a result of client's action.
- Recycling canisters to be used and monitored
- Porter Potties to be placed in designated area (one handicapped)

It is the client's responsibility to comply with all City, County and State requirements. All permits and/or inspections are the client's responsibility to acquire at the client's expense. Client must provide to the Ritz Park copies of all other permits issued prior to receiving the Ritz Park event Use Permit. Below are some of the permits and/or inspections which may be required: Noise permit/Public Assembly Permit/Vehicle Access/Security Missouri Liquor Control Commission Permit/Health Department. If Client is bringing food vendors as part of their event, Client must approve the food type through the Ritz Park event planning staff and present the vendors license to do business in the City of St. Louis.

RENTAL INFORMATION

<b>Nonprofit Flat Rate</b>	<b>Public Flat Rate</b>	<b>South Grand Business Rate</b>
Full Day (more than 6 hours) – \$200	Full Day (more than 6 hours) – \$800	Full Day (more than 6 hours) – \$200
Under 6 hours – \$100	Under 6 hours – \$300	Under 6 hours – \$100 (returned after inspection)

These fees do not include any additional equipment. All furniture and A/V rental must be coordinated with an outside vendor. Audio Visual that you choose to use must send their proposal and logistics to the South Grand Community Improvement District for review.

Suggested Porter Potty Company, contact PWC at 314-503-4587 or via email for a quote [kate@portablewatercloset.com](mailto:kate@portablewatercloset.com)

No permanent signage is allowed. No signs may be affixed to Ritz Park property. No signage is allowed on the trellis. Suggested signage: sandwich boards or free standing signs.

Applicable policy endorsement(s), executed by an authorized representative of each insurer, and Certificates of Insurance from the client, their vendors and the vendor's agents must be sent to the South Grand Community Improvement District at least two weeks prior to the event. These must show full compliance with the District's insurance requirements. All vendors must list the South Grand Community Improvement District as additional insureds, unless prohibited. All vendors shall maintain commercial umbrella liability with a limit of no less than \$1,000,000. All vendors shall maintain commercial general liability insurance, including liquor liability (if required), with a limit of no less than \$1,000,000 for each occurrence. All vendors shall maintain business auto liability insurance with a limit of no less than \$1,000,000 for each occurrence. Worker Compensation, if required by the Missouri statute, all policies placed with insurers rated A VIII or better.

The name and address of the security firm that will provide security services to the special event and the name and addresses, as well as telephone numbers of the responsible person at such a firm must be given. Furthermore, security firms must present a license to do business and approved insurance documentation. A trash pick-up and recycling plan for the special event must also be given.