



Event Space Rental Agreement and Contract

HARRIS PARK
MIDTOWN SPORTS &
ACTIVITY CENTER

Event Date(s) _____

Event Name _____

Event Organizer _____

**Event Organizer's
Telephone Number** _____

**Event Organizer's
Email Address** _____

Event Set-Up Time _____ circle AM or PM

Event Start Time _____ circle AM or PM

Event End Time _____ circle AM or PM

Event Location(s)
Check all that apply

Clubhouse (CH)

Park (P)

Golf Course (G)



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Clubhouse

Rules:

- The Clubhouse capacity maximum is 45 (forty-five) occupants
- No pets are permitted inside or outside of the property
- No smoking, vaping, or illegal drugs are permitted inside or outside of the property
- No parking on the golf course side driveway
- No flammable objects are allowed (i.e., candles, fire displays)

Refundable	200.00
Incidental Deposit	<i>This deposit will cover any incidental damages. The deposit will be returned after event cleanup and successful walkthrough</i>

Rental Fee Options	Full Day Rental - 6 or more hours (includes setup/cleanup time)	
	Full Day Weekday: Monday – Thursday	400.00
	Full Day Weekend: Friday – Sunday	500.00
	Half Day Rental - 5 hours or less (includes setup/cleanup time)	
	Half Day Weekday: Monday – Thursday	200.00
	Half Day Weekend: Friday – Sunday	300.00

Rental includes	Full Kitchen
	10 6 ft tables/40 folding chairs
	2 55' TV's w/HDMI access for TV presentation display

Rental Add-ons	Black linen tablecloths	5.00 each _____(Total)
	Event onsite assistant	10.00/hour _____ (Total)
	Security personnel	15.00/hour _____(Total)



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Park

Rules:

- No pets are permitted in the park area
- No smoking, vaping, or illegal drugs in the park area
- No parking on the park grounds
- No flammable objects are allowed (i.e., candles, fire displays)

Refundable Trash Deposit 150.00

*This deposit will be returned if **all** trash is picked/removed immediately after event*

Rental Fee 150.00

Rental includes

- Basketball Court
- Walking trail
- Kids playground area
- 6 (six) picnic tables
- Miniature golf course

Rental Add-ons

DJ equipment	75.00/3 hours	_____	Total
10 Tables/40 chairs	100.00	_____	Total
5 Tables/20 chairs	50.00	_____	Total
Wayne Street closure (permit)	30.00	_____	Total
Event onsite assistant	10.00/hour	_____	Total
Security personnel	15.00/hour	_____	Total



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All Access Facility

Rules:

- No pets are permitted on any of Harris Park facilities
- No smoking, vaping, or illegal drugs are permitted on any Harris Park facilities
- No parking allowed in the driveway area or grass area
- No flammable objects are allowed (i.e., candles, fire displays)

Refundable	200.00
Incidental & Trash Deposits	<i>This deposit will cover incidental damages. The deposit will be returned after event cleanup and successful walkthrough</i>
	150.00
	<i>This deposit will be returned if all trash is picked/removed immediately after event</i>

Rental Fee 5000.00

Rental includes Private Golf Course experience
 Clubhouse Amenities:
 Full Kitchen
 10 6 ft tables/40 folding chairs
 2 55' TV's w/HDMI access for TV presentation display
 Park Amenities:
 Basketball Court
 Walking trail
 Kids playground area
 6 (six) picnic tables
 Miniature golf course
 Wayne Street closure

Rental Add-ons	DJ equipment	75.00/3 hours	_____	Total
	Black linen tablecloths	5.00 each	_____	Total
	Event onsite assistant	10.00/hour	_____	Total
	Security personnel	15.00/hour	_____	Total



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Park & Clubhouse

HARRIS PARK
MIDTOWN SPORTS &
ACTIVITY CENTER

Rules:

- No pets are permitted on any of Harris Park facilities
- No smoking, vaping, or illegal drugs are permitted on any Harris Park facilities
- No parking allowed in the driveway area or grass area
- No flammable objects are allowed (i.e., candles, fire displays)

Refundable Deposits 200.00 - *This deposit will cover clubhouse incidental damages. The deposit will be returned after the event cleanup and successful walkthrough*

150.00 park trash removal - *This deposit will be returned if **all** trash is picked/removed immediately after event*

Rental Fees	Weekday: Monday – Thursday	500.00
	Weekend: Friday – Sunday	600.00

Rental includes

Clubhouse Amenities:

- Full Kitchen
- 10 6 ft tables/40 folding chairs
- 2 55' TV's w/HDMI access for TV presentation display

Park Amenities:

- Basketball Court
- Walking trail
- Kids playground area
- 6 (six) picnic tables
- Miniature golf course

Rental Add-ons	DJ equipment	75.00/3 hours	_____	Total
	Black linen tablecloths	5.00 each	_____	Total
	Event onsite assistant	10.00/hour	_____	Total
	Security personnel	15.00/hour	_____	Total
	Wayne Street closure (permit)	30.00	_____	Total

TERMS AND CONDITIONS: The undersigned hereby makes application to the Harris Park Midtown Sports and Activity Center for use of Harris Park and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of Harris Park, the surrounding property, and to hold Harris Park, its officers, employees, and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form and in the rental guidelines.

Zero Tolerance Policy: Harris Park has a zero-tolerance policy regarding violence, weapons (registered for concealment or otherwise). No fighting or other altercations will be tolerated. In the event of violence, the event will be cancelled immediately, the police will be contacted and no refund for any services will be given. By initialing this line, you agree to the above terms in regards to the Harris Park Zero Tolerance Policy. Any organization damaging or destroying Harris Park property will be held responsible for repairs or replacement. In the event of damages or cleaning being required, applicant will accept the Harris Park estimate of the amount incurred.

Please initial _____

Cancellations: Rental fees are non-refundable. Upon cancellation of a reserved Event Date and/or Event Time no less than one (1) week prior to the event, Harris Park shall refund any tendered fees such as trash deposit, DJ rental fee, etc. to Renter within thirty (30) days of such notice of cancellation. **Bad weather:** In the event of bad weather rain, snow or 60% or more reported precipitation Renter must contact Harris Park no less than three (3) hours prior to the event in order to receive a full refund on tendered fees other than the non-refundable reservation fee. The completed facility rental agreement with a **non-refundable rental fee of \$150.00** and a **trash deposit of \$150.00** (refundable if groups leave the grounds in a clean and satisfactory condition) are required before the premises may be reserved. A new application must be filed each calendar year for reoccurring annual events. Applicants must provide adequate chaperons, as determined by Harris Park, for any function that is attended by any person under the age of 18 years. If liquor is served, the applicant may need to obtain a permit or license from the State of Missouri Liquor Control Board.

Please initial _____

CLEANING PROCEDURES: In order to receive the \$150.00 trash deposit back in full, groups are responsible to clean and leave the premises in the same condition as when it arrived. All cleaning must be done immediately after the event. The cost of any cleaning or repairs required by the Harris Park will be charged to the organization/applicant.

EMERGENCY PROCEDURE: The Harris Park facility is owned and maintained by the Harris

Park Midtown Sports & Activity Center. We are a supervised private park. Should you require immediate assistance during your event, please speak with an on-site Harris Park employee or call our office at (913) 568 6317.

Applicant Signature

Date

Complete and return immediately to confirm your rental event:

Harris Park Midtown Sports & Activity Center Facility
Rental Attn: Chris Harris
Post Office Box 32901 Kansas City, MO 64171

FOR OFFICE USE ONLY

Deposit received Date _____ Amount _____

Rental fees received Date _____ Amount _____

Trash Deposit returned (Park only) YES NO

Event Canceled YES Cancellation Date _____