

CUIVRE RIVER STATE PARK
678 State Route 147
Troy, MO 63379

Wedding/Reception Rental Agreement

This contract for rental is a binding agreement between Missouri State Parks, Cuivre River State Park and:

Tenant Information – please print

Name (Bride): _____

Address: _____

Email Address: _____

Telephone Number(s): Cell/Office/Home _____

Driver's License Number & State: _____

Name (Groom): _____

Address: _____

Email Address: _____

Telephone Number(s): Cell/Office/Home _____

Driver's License Number & State: _____

Name (Clean-up Coordinator): _____

Address: _____

Email Address: _____

Telephone Number(s): Cell/Office/Home _____

Driver's License Number & State: _____

Tenant will rent Camp Cuivre Dining Hall for the date of _____

Time : From _____ until _____

Rental includes the use of the Dining Hall for the event not to exceed seating for 150 or dining hall capacity, set-up and tear-down of event and clean-up. Trash removal is renter's responsibility. Strict adherence to 150 maximum capacity limits is required.

Rental Fees

Full Payment in the amount of \$_____ has been received and the date has been reserved.

Damage Deposit

The damage deposit of Two Hundred Fifty Dollars (\$250.00) paid by a valid credit card is due _____. If the deposit is not received by said date, the event will be cancelled and rental fees will be forfeited.

Cancellations and Transfers

Cancellations made over 120 days, will receive a One-Hundred Fifty-Dollar and No Cents (\$150.00) refund per day and total refund of damage deposit. For cancellations under 120 days, the rental fee is forfeited and the damage deposit is refunded. Cancellations must be received in writing.

Transfer request must be made a minimum of 120 days prior to the event. Requests will be accommodated depending upon availability for a One Hundred Dollar (\$100.00) administrative charge. Transfer request must be received in writing.

Rules and Regulations

1. Missouri State Parks and Cuivre River State Park will not assume any responsibility for damage to or loss of any personal articles, merchandise or any item(s) rented from outside sources left on its premises prior to, during, or following the function.
2. In the event that the proposed use of the dining hall matches any of the activities requiring approval by the division director as listed in policy PO8, a public assembly and event permit application and insurance will be required (see attached list).
3. The building and grounds will be available no earlier than 8:00 A.M.
 - The group camp gate and dining hall will be unlocked at the date(s) and time(s) as noted on this contract.
 - The wedding party is responsible for having a member of their party on-site when the gate and building are opened should they so choose. Park staff will not wait for someone to arrive before opening the gate and building.
4. All setup and/or cleanup must be completed and guests departed no later than 10:00 P.M. There will be no exceptions.
 - Should the wedding party violate this policy an additional fee of \$100 will be charged and trespass tickets may be issued to all guests remaining on the premises.
 - Vehicles left on premises after hours will be towed at the owner's expense.
5. **Setup:**
 - The affixing of decorations to the building must be pre-approved by the park staff.
 - Tape, staples, nails or any type of securing device that causes damage to the structure are not allowed to affix decorations. Zip ties, rope or twine are recommended.
 - No sidewalk chalk is allowed.
 - All signs to be put into the ground must be pre-approved by park staff.
 - Tables and chairs are not allowed to be removed from the building.
 - Tables and chairs can only be stacked with the permission of the park staff.
 - If permission is granted to stack tables and chairs, all tables and chairs must be unstacked or a fee of \$20 per hour per staff member will be charged for unstacking.

6. Cleanup is the renter's responsibility. Trash and decorations must be disposed of inside and outside (including grounds and parking lot) of the Dining Hall.
 - Trash bags will be provided by the park.
 - The wedding party is responsible for cleaning off tables and counters, as well as sweeping the floor and bagging all trash.
 - Trash must be bagged and left in trash cans.
 - All decorations and signs must be removed from the walls.
 - A cleanup fee of \$20 per hour per staff member will be charged for all cleanup performed by park staff.
 - There will be an extra charge of Twenty-Five Dollars (\$25.00) for removing candle wax, if permitted in the building.

7. **Grounds use:**
 - Any structure erected on the group camp grounds requires park staff approval.
 - Tents erected that are 20' x 20' or greater require a special event permit.
 - Vehicles are not allowed to park on the grass for loading or unloading purposes.
 - Missouri State Parks, Cuivre River State Park cannot guarantee adequate parking will be available for your ceremony/reception, although a parking lot is available. Discuss with the facility manager parking arrangements before the event.

8. Delivery of items from outside companies for the event such as tents, port-a-potties, wash stations, tables and chairs, etc... must be scheduled with the park staff and can only occur on the days the dining hall is reserved for the wedding party.
 - Pick-up of items must occur the day of event as other events are often scheduled for the next day. It is the wedding party's responsibility to ensure this occurs.
 - It is the wedding party's responsibility to ensure all outside companies are aware of and follow park rules.

9. The Tenant shall make arrangements or provide all personnel, food, drinks, tableware and extra furniture, linens and cleaning supplies as needed. Indoor tables and benches provided by the facility are not to be taken outside. Outdoor tables provided by the facility (if applicable) must be moved back to their original location after the event.
 - Personnel for setting up, taking down and storage of out-of-house rental equipment shall be provided by the Tenant. At no time will vehicles or trailers, be allowed to drive or park on the lawn. The Tenant and the caterer shall have access to Missouri State Parks, Cuivre River State Park at Camp Cuivre's Dining Hall the day of the event, unless previously approved in writing by the facility manager.
 - Not all facilities are accessible for loading/unloading purposes. If you have special requirements that make it necessary to have vehicle access, you must inquire with the facility manager when making your reservation.
 - All park users must use public parking area. Each facility is different and/or may require an access pass or refundable key deposit fee. A load/unload pass will be provided and must be displayed on the dashboard. Immediately following unloading, the vehicle must be removed from the loading/unloading area and parked in a public parking area.

10. **Entertainment:** Live bands, DJ's, and other forms of broadcasting over a public address system must have prior approval from the park superintendent.

- It is the wedding party's responsibility to ensure all entertainers are aware of and follow Camp Cuivre rules and must be respectful of any quiet hour rules of the facility. Check with the facility manager concerning this clause.

11. Fireworks, including sparklers, as well as sky lanterns are not allowed.
12. The throwing or dispersing of rice, confetti and bird seed is prohibited. Bubbles are suggested as an alternative.
13. Park staff reserve the right to inspect the building and grounds at any time.

Alcohol consumption and tobacco use:

The wedding party assumes all responsibility for any situation involving their guests or attendees at the event.

1. Smoking is prohibited in all park buildings. The wedding party is responsible to ensure that attendees exit the building to smoke. There will be a One Hundred Dollar (\$100.00) charge for violations as well as cigarette butt clean-up.
2. If alcohol is served at the event, the wedding party assumes all responsibility for the actions of their guests or attendees. The wedding party agrees that all measures necessary will be taken to insure that alcohol will not be served to anyone under age. The wedding party agrees to remove any person that is deemed to be a nuisance or problem from the premises, and if the wedding party does not remove such person(s) the management of the facility reserves the right to call the authorities (law enforcement) and have said person(s) removed from the premises.
3. All guests attending the event can be subject to a DUI checkpoint before departing the premises.
4. Missouri State Parks and Cuivre River State Park cannot be held responsible or liable by any party for any situation resulting from the serving or consumption of alcohol at any event.

Liabilities: In consideration of their use of Missouri State Park's facilities at Cuivre River State Park for a wedding/wedding reception, for itself, its successors or assigns, or its heirs, executors and administrators, the tenant releases and forever discharges Missouri State Parks and Cuivre River State Park their successors and assigns, and all of their managers, officers, employees and agent and their heirs, executors and administrators, from any and all manner of claims, demands, damages, causes of action, suits or liability, known or unknown, fixed or contingent, on account of injury or loss to the tenant, their guests or attendees and agrees to indemnify the Missouri Department of Natural Resources, Missouri State Parks, from any and all claims, demands, damages, debts, liabilities, obligating costs expenses, liens, attorney fees, actions, claims for relief and cause of actions, whether or not litigation is commenced arising from tenants use of Missouri State Parks, Cuivre River State Park.

If all of the terms of this contract are understood and accepted, the following is signed by:

Tenant

Date

Tenant

Date

Facility Manager

Date