



# Bee Creek Shelter House Rules

*Weston Bend State Park  
16600 Hwy 45 N  
Weston, MO 64098  
(816) 640-5443*

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

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

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

Telephone Number(s): Cell/Office/Home \_\_\_\_\_

## Hours of Use:

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

## Building Amenities

- Building capacity: The building has 8 five person round tables with a diameter of 4 feet. 18 four person square tables that are 3ft by 3 ft. and seating 125 people comfortably. If your group is larger than this, you must provide any extra tables and chairs.
- Building amenities: The Bee Creek Shelter House is 60 feet by 48 feet and has the following amenities:
  1. Cooking facilities: 2 large pedestal grills, a sanitary frost free hydrant for water, and a picnic table located on a concrete pad on the east side of the building. A microwave, refrigerator and cafeteria style cooler in the kitchenette area.
  2. Restroom/trash facilities: 2 flush toilet units (two toilets per unit) with sinks and hand dryers located to the west of the building. 5 trash cans located inside the building and a trash can for each restroom facility. Trash bags, toilet paper, a broom, dustpan and a mop are provided.
  3. Electrical: 4 GFI outlets in the kitchenette area, 5 GFI outlets inside the main area along the outer walls, interior lights, exterior area lights, and ceiling fans.
  4. The building **does not** have a stove/oven; sink inside the shelter, dishwasher, indoor running water, heat or air conditioning.

## Damage Deposit

A damage deposit of One Hundred Dollars (\$100.00) is required. It can be paid by a valid credit card and is due \_\_\_\_\_. If the deposit is not received by said date, the event will be cancelled and rental fees will be forfeited. The user group shall be held responsible and liable for all charges incurred and reasonable attorney fees and other costs required to recover such damages.

## **Cancellations and Transfers**

Cancellations made 120 days prior to the event will result be refunded less a One Hundred Dollar (\$100.00) administrative charge per day reserved. Cancellations must be received in writing.

Cancellations made after 120 days prior to the event will result in forfeit of all shelter fees.

Transfer requests 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 requests must be received in writing.

## **Rules and Regulations**

1. Missouri State Parks and Weston Bend State Park will not assume any responsibility for damage to or loss of any personal articles or merchandise left on its premises prior to, during, or following the function.
2. In the event that the proposed use of the shelter 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 9:00 A.M.
  - The shelter gate and building will be unlocked at the date(s) and time(s) as noted on the shelter application.
  - The user group 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 user group 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 user group's responsibility. Trash and decorations must be disposed of inside and outside (including grounds and parking lot) of the Bee Creek Shelter.
  - Trash bags will be provided by the park.
  - The user group 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. Park staff will notify renters of any item left at the shelter. The renting party will have 5 business days from the day of notification to make arrangements to pick up the item. Any item left for 30 days or more will be considered abandoned property and disposed of according to Missouri State Park guidelines.
  8. Grounds use:
    - Any structure erected on the shelter 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.
  9. 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 shelter 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 user group's responsibility to ensure this occurs.
    - It is the user group's responsibility to ensure all outside companies are aware of and follow shelter rules.
  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 user group's responsibility to ensure all entertainers are aware of and follow shelter rules.
  11. Fireworks, including sparklers, as well as sky lanterns are not allowed.
  12. Discharging Weapons. The discharging of any device which propels an object, including, but not limited to rifles, pistols, shotguns, BB guns, paintball guns, bow and arrows, sling shots, or and devices which use burning powder, explosives, compressed gases is prohibited. This does not apply to acts of self-defense or to peace officers or park staff acting in the line of duty.
  13. Park staff reserve the right to inspect the building and grounds at any time.

**Alcohol consumption and tobacco use:**

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

1. Smoking is prohibited in all park buildings. The user group 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 user group agrees that all measures necessary will be taken to insure that alcohol will not be served to anyone under age. The user group agrees to remove any person that is deemed to be a nuisance or problem from the premises, and if the user group 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 Weston Bend 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 Weston Bend State Park Site 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 Weston Bend 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, Weston Bend State Park.

If all of the terms of these rules and regulations are understood and accepted, the following is signed by:

\_\_\_\_\_  
Renter/ Group Representative

\_\_\_\_\_  
Date