

City of Livingston

Recreation Department
414 East Callender Street
Livingston, MT 59047
Phone: 406-222-8155
Fax: 406-222-0137



Civic Center/Band Shell Rental Application

Name of Organization: _____

Name of Contact: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Date(s) Requested: _____

Access Time: From _____ a.m. / pm. To: _____ a.m. / p.m.
(Access time is from when access is needed until cleanup is completed)

Event Time: From _____ a.m. / p.m. To: _____ a.m. / p.m.
(This is the time that the event is open to the public)

Purpose of Rental _____
(Wedding, reception, dinner, bazaar, etc.)

Do you plan to serve alcohol? Yes _____ No _____
(A special event policy must be filled out and approved in advance for any event which includes the sale of alcohol)

The above named contact person (hereinafter referred to as the Applicant) understands and agrees to comply with the Policies, Rules, and Regulations set forth by the City of Livingston. The Applicant agrees that he/she is of legal age and is financially responsible for the repair of damage to equipment and/or facilities and for the replacement of missing equipment or furnishings.

Rental Rates:

<u>Civic Center</u>	<u>Band Shell</u>	<u>Meeting Room</u>	<u>Non-Profit Rates</u>
\$15/Hour	\$15/Hour	\$10/Hour	\$10/Hour
\$110/Day	\$120/Day	\$45/Day	\$80/Day

Birthday Package

Skating Parties for 2 hours including skates for up to 20 people = \$100
Each additional skaters \$3.00

Available add-on's

- Popcorn Machine - \$30
- Cotton Candy Machine - \$30
- Sound System - \$20

Agreed Rental Price _____

Agreed Deposit \$100 (refundable)

Total Due: _____

Signature of City of Livingston Representative:

_____ Date: _____

Signature of Applicant:

_____ Date: _____

Before signing this application, please read and sign the Rental Agreement form which describes the policies and rules for using this facility.



Civic Center/Band Shell Rental Agreement:

Facility Usage: To reserve the Civic Center or Band Shell, a facility rental application and this agreement must be completed, signed, and returned to the Recreation Department with the agreed upon deposit. The facility will be used solely for the purposes stated in the rental application. The applicant is responsible for the setting up and taking down of tables and chairs. Tables must be returned to their storage carts at the end of the rental. Approximately 45 eight-foot tables and 200 chairs are available. They are to be used inside the Civic Center only. Balloons are not allowed in the gym, nor are any decorations that might remain stuck in the rafters. If helium balloons or any form of decorations are left stuck in the rafters or ceiling after your rental, your deposit will be forfeited. **Nails or screws cannot be used in the walls.**

Hours: The Civic Center or Band Shell may be rented Monday-Sunday from 8 am-10 pm on a first come, first serve basis. Rentals are scheduled around Recreation Department programs and cleaning schedules. The facility may not be used prior to 8am or past 10pm without Recreation Department approval. Please allow appropriate time for setup before the event and cleanup after the event. Please prepare to be ready to exit the building when scheduled rental time is up so staff may close the building. Additional time incurred may be charged to the renter.

Music in the Band Shell: Amplified sound shall not be allowed when there is a scheduled activity taking place in the park areas, baseball fields, or the Civic Center. The playing of amplified sound for groups estimated to exceed 200 people or more require that a Special Event Application is completed and submitted 30 days prior to the event. No amplified sound shall be allowed after 9:00 pm, unless authorized by a special event policy. Sound, whether amplified or not, including but not limited to musical lyrics, poems, speeches, or other forms of communication which contain material defined by 45-8-201-45-8-205 Montana Code Annotated as being obscene shall not be allowed. Any violations of the

rental agreement or special event permit shall be cause for immediate cancellation of this permit and the activity.

Rental fees: A refundable security deposit of \$100 is due at the time of application; rental fees are due 14 days prior to the rental date, and are non-refundable if the event is cancelled less than 48 hours before the event. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision of whether or not the deposit shall be refunded is solely up to the Recreation Department and City personnel.

Cleaning: The Civic Center and/or Band Shell must be cleaned, all decorations removed, and vacated by the end time indicated on the facility rental agreement. Any additional time will be charged to the renter. The applicant is responsible for the removal of all personal articles. Civic Center trash should be emptied into the dumpsters on the sides of the building and new garbage bags, provided by the City, should be placed in the cans. Tables should be wiped down and returned to their storage carts, any spills cleaned up, and the floor should be dust mopped. The restrooms and kitchen are to be clean and in as good a condition as found by the applicant. If the applicant uses the kitchen facilities, all dishes and utensils must be washed and returned to original location. All litter should be disposed of properly when using the Band Shell area. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit as determined by the Recreation Department. Additional fees may apply.

Reservation Status: A reservation is considered binding after The Facility Rental Agreement and the Facility Rental Applications have been signed and approved by City personnel and all fees have been paid. **If a Special Event Application is required, the reservation is not considered binding until after all City departments have approved the Special Event Application.** Rental applicants may not advertise until after this time.

Cancellation Policy: Deadline for cancellation is 7 days prior to your event. We cannot give refunds after the deadline. The City of Livingston will not be held responsible for emergencies that may arise that require the Civic Center or Band Shell area to be closed, i.e. floods, electrical outages, sewer backups, or any other unavoidable emergency situations. Should this occur, the rental fee and deposit will be refunded, unless the renter is able to reschedule the event. Notification of any emergency situation will be given to the renter as soon as possible.

Problems: If you encounter a problem during your rental, please call The Recreation Department at 222-8155 or 224-0808, or Breanna Polacik at 223-1616 **only** if you cannot get in contact with the Recreation Department staff. If it is an emergency and you cannot reach any of the listed contacts, please call 222-2050 and ask for the person on call for Public Works.

I have read all of the rental policy information and agree to comply with my signature below. I understand that my security deposit may be forfeited or I may be billed for additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are the result of the actions of my rental.

Signature: _____

Date: _____

The City of Livingston does not deny access to the facility to anyone on the basis of race, sex, religion, creed, national origin, or political views. Further, permitting any group to use the facility does not imply the endorsement of any views by the City of Livingston. The City of Livingston reserves the right to refuse application for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.