



**Route 66 Event Center
21 S. Webb Street
Webb City, MO 64870
Reservation Application**

City of Webb City * PO Box 30 * 200 Main Street * Webb City, Missouri 64870
Office of Administration 417-673-4651 Fax – 417-673-6264

Group/Contact Information

Applicant/Contact Name: _____

Type of Organization: _____

Address: _____

City _____ State _____ Zip _____

Daytime Phone Number: _____ Evening Phone Number: _____

Email Address: _____

Event Information (Brief description of Event / Program) _____

Total Estimated Attendance: _____ # of Adults: _____ # of Children _____

Day(s) & Date(s) Requested: _____

**Available 5:00am to 11:00 pm Sunday — Thursday & 5:00 am to Midnight Friday & Saturday*

** You may **NOT** use the facility the day before for setup or the day after for cleanup unless you RENT THE FACILITY*

FEES	Reservation Fees	Cleaning Deposit	Totals
Event Center	\$150.00 per day	\$250.00	\$ _____
Off Duty Police Security	\$40.00 per hour (effective 05/19/15) (2 hour minimum) x _____ number of hours		\$ _____
Credit Card Fee	\$2.25		\$ _____
Total Fees Due			\$ _____

Applicant Signature: _____

Paid By: Cash _____ Check # _____ Other _____ Receipt # _____

For Office Use Only:

Date Approved or Denied: _____ By: _____

Deposit: Mail ___ Pick-up ___ Refund Amount: Rent \$ _____ Deposit \$ _____

Refund to: _____

Refund checks will be mailed the Friday after your rental date.

The Webb City 66 Event Center is available for events and programs associated with the City of Webb City, local governmental entities, groups dedicated to the promotion of the civic, cultural, family, educational, and informational needs of the community, citizens and local businesses. To apply for a reservation, please complete the Reservation Application Form and return it to City Hall

Please read the following lease agreement before applying for a reservation.

Facilities

The Webb City 66 Event Center is located at 21 S. Webb Street. The building accommodates approximately 300 people, for a dinner event it will seat 125 people. There are 17 - 5' round tables and 13 - 5' rectangular tables. The Webb City 66 Event Center is available Monday through Sunday from 8:00 a.m. to Midnight.

Webb City 66 Event Center Lease Agreement

Groups/Persons using the Webb City 66 Event Center are subject to the following rules, regulations, and policies as well as all State and Local laws and ordinances. Failure to comply may result in the lessee's security deposit being withheld and the use or future use of the facility being denied. Furthermore:

1. The Webb City 66 Event Center is not available for the following purposes without prior permission from the City Administrator or the Mayor:

Individual political candidates or partisan political activities.

- Club meetings or installation ceremonies that have secret rituals.
 - Classes or demonstrations, other than for city employees, which involve the use of hazardous materials and/or weapons.
 - Musical events that have the potential to create a disturbance of the peace or require security personnel to protect the musicians or audience.
 - Events/Programs that interfere with the functions of the City and/or its users because of noise or other factors.
2. The name, address, and/or telephone number of the City of Webb City may not be used as the address or headquarters for any group using the Webb City 66 Event Center, nor can the City's phone number be advertised for any purpose. Calls regarding events or programs cannot be directed to the City. The City reserves the right to cancel any reservation that employs this practice.
 3. Smoking is prohibited inside the Webb City 66 Event Center.
 4. The City does not supply space for groups needing a place to store their supplies or equipment.
 5. City employees are not available for porter service, custodial assistance, operation of equipment, taking attendance, the arrangement of exhibits, or other forms of assistance.
 6. Alcoholic beverages are permitted - an off duty officer is required while alcohol is served for a fee of \$40.00 per hour with a two hour minimum.
 7. Event/program attendance must be limited to the estimate provided on the approved application form.
 8. Use of the Webb City 66 Event Center does not constitute City sponsorship or endorsement of the events, programs, themes, products, ideas, or viewpoints expressed by participants or sponsors in the event or program. No advertisement or announcement implying such an endorsement or sponsorship is permitted.

9. Any person, organization or client making reservations for use of the Webb City 66 Event Center may be required to provide the City of Webb City with a liability insurance policy that provides coverage of \$500,000.00 for any injury or damage that occurs as a result of the event or function. Such liability insurance policy shall name the City of Webb City as an additional insured.
10. The lease applicant and/or organization shall be held responsible for compliance with the lease agreement and must attend events or programs where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. These adult sponsors/chaperones shall be responsible for the minors in the group.
11. No physical changes are permitted to the Webb City 66 Event Center and its surroundings.
12. No furniture or equipment other than that already available in the building will be provided.
13. No additional furniture or equipment may be used without prior approval of the City Administrator, Mayor, or his/her designee.
14. Nails, tacks, tape, etc., and the hanging, tacking, and/or posting of flyers, signs, and/or posters on the Webb City 66 Event Center are prohibited.
15. The applicant is responsible for set up and cleanup of the Webb City 66 Event Center, and surrounding area.
16. Grills and other cooking appliances are prohibited in the Webb City 66 Event Center and the surrounding area without prior approval and permission from the City Administrator or Mayor.
17. The Webb City 66 Event Center must be left clean and in good condition. If the city has to clean the building up after a rental, there will be a charge of \$20.00 per hour for the clean-up of the building, which the applicant will be responsible for paying. All refuse must be disposed of properly in the containers provided. Failure to leave the facility in proper order will result in the forfeiture of the security deposit.
18. The applicant and group shall be responsible for reimbursing the City for any and all damage to City-owned furniture, equipment, and/or the facility. The City reserves the right to limit or prohibit future use of these facilities by groups that have caused damage to the facility or that have caused a disturbance and/or failed to comply with the rules established by the City.
19. The Applicant / Group shall abide by all local and state laws and ordinances, including all fire and health regulations when using the Webb City 66 Event Center.
20. The City Administrator, Mayor or his/her designee are the persons empowered to make decisions regarding the availability, use and approval of Webb City 66 Event Center. Requests for exceptions to the above rules, regulations, and policies must be submitted in writing to the City Administrator, Mayor, or his/her designee.

Reservations

The Webb City 66 Event Center is available for reservations 365 days per year, seven (7) days a week, from 5:00 a.m. to Midnight, Monday through Sunday. City administration may grant an extension of time for use on a case-by-case basis.

1. Reservations are required.
2. All reservations are subject to availability, on a first-come, first-serve basis. The applicable reservation fee and cleaning deposit must be paid to guarantee a reservation date.
3. Applications for reservations are accepted up to six (6) months in advance of the event or program date.
4. Applications must be submitted to the City Hall.
5. The proper certificate of insurance or insurance policy and fees (rental fee and cleaning deposit) must be submitted at the time of application. Fees may be paid in the form of cash or check made payable to the City of Webb City. All fees will be returned for reservations that are denied.
6. Reservations must be received at least seven (7) days in advance of the potential event or program.
7. The applicant must be 21 years of age or older to make a reservation, and will serve as the primary contact person.
8. Cancellations are allowed within fourteen (14) days of the scheduled reservation date. If cancellation takes place at least fourteen (14) days prior to reserved date, the applicants security deposit and rental fee shall be returned.
9. All approved events will require a permit. Permits will be issued via fax or in person, once the event is approved and all required fees and the certificate of insurance or insurance policy are received, if applicable.
10. The City reserves the right to preempt or cancel events or programs, if an emergency arises. If this occurs, reasonable efforts will be made to promptly contact the applicant to reschedule the reservation. If this is not possible, the group will be notified and the fees refunded.

Fees:

The security deposit for the Webb City Route 66 Event Center is \$250.00, with a lease fee of \$150.00 per day. The building may be leased for a maximum of two (2) consecutive days.

All lease fees and deposits are due and payable to the City of Webb City at the time of the application.

Security deposits shall be returned within 14 days after a satisfactory inspection of the Webb City 66 Event Center. Deposits will be returned to the applicant only.

All applications are subject to review by the Webb City Police Department. Some events may require the presence of a Police Officer for security reasons. The City Administrator and Mayor and/or their designee shall have sole discretion on whether or not a security officer is necessary for the event, after reviewing the application. The event security officer fee may change without notice. Once application is made and approved, the group will be notified of any applicable security fees. If required, the security officer fees are due no later than ten (10) days prior to the event or program. Once the fee has been paid, the Webb City 66 Event Center permit will be issued. If the security officer fees are not paid, the applicant/ group forfeit their reservation.

The City reserves the right to waive fees that are in its best interest. All fees are subject to review and change.

The lessee will be charged a twenty-five-dollar (\$ 25.00) penalty fee for any checks that are returned to the city.

Note: All deposits are for custodial services only and are not intended to cover damages to facilities or theft of items. Deposits will be refunded if facilities are left clean. All damages and theft shall be the responsibility of the individual(s) and/or organization(s) named in the reservation application.

**RESERVATIONS INCLUDE FREE
WI-FI CONNECTION**

There are 2 networks to choose from:

Home_80F010_2G

Home_80F018_5G

The password is the same for both
networks:

U21438005110

Besides this document, the password will be taped to the front of the refrigerator, and is also available through the Webb City Police Department at 673-1911 after 5PM.

**On the day of your reservation,
The keys may be
Picked up as early as 5AM
And then returned by 12 Midnight.
Webb City Police Department
211 W. Broadway**



Thank you for using the Route 66 Event Center. We hope that your event was a safe and happy one. You must return the building to a clean state to have your cleaning deposit refunded to you. We have developed the following checklist to assist you.

- Please leave 12 tables with chairs set up for the next guest in the following way:
 - All tables and chairs are wiped clean
 - All tables are placed on the carpeted area
 - Chairs are folded and placed on top of the tables
- Vacuum Event Center to include foyer. The vacuum is located in the “table room” in the NW corner of the building.
- Dust mop and mop restrooms, kitchen, stage and lower level in front of the stage area. Mopping items and instructions are located in the “table room” in the NW corner of the building.
- All trash (don't forget restrooms) taken out to dumpster (NE end of Parking lot) and trash liners replaced.
- Kitchen area cleaned: Counters, stove top, refrigerator, and sinks wiped down. No food left in refrigerator. Cleaning items are in the cabinet to the left of the kitchen door.
- Restrooms cleaned: Toilet bowl cleaner is beneath the restroom sink. Multi-purpose cleaner and glass cleaner are in the kitchen. If the temperature forecast calls for freezing temperatures, please leave the under-sink doors open.
- Please place all dirty cleaning rags in the bucket to the left of the chemical storage area.
- Ensure all windows are locked. Please double check each window. If the window is unlocked the top half of the window may lower slightly. When the latches are returned to the locked position, the latches will fail to lock the window if the upper portion lowers.
- Please return thermostats on Northeast and Southeast walls to original settings (65° for heat and 75° for cooling)
- Turn off all lights and lock all doors.
- Return Keys to Police Department or City Hall. You may drop them in the water department drop box at drive through window after hours.
- Please use the form provided to alert us of any damages that may have occurred, or to let us know of any maintenance issues that need to be addressed.



Route 66 Event Center

Name _____

Date _____

Please Mark One:

Suggestion _____ Report of Damage _____ Maintenance issue _____

Details:
