



**Webb City Parks & Recreation Department
Mining Day's Building/Amphitheater
Reservation Application
Facility Reservation # (417) 673-4651**

Mining Days/Amphitheater Lease Agreement

The Webb City Mining Days Event Center and/or Amphitheater, located at 703 Dawson Drive in King Jack Park, is available for community approved events and programs associated with the City of Webb City, local government entities, and groups dedicated to the promotion of civic, cultural, family, educational and informational needs of the community and surrounding area.

The Mining Days Bldg. is a 1200 sq. ft. indoor facility that can accommodate up to 160 people per event. The facility is equipped with a full service kitchen that includes both an indoor and outdoor serving window, microwave, stove with oven, refrigerator/freezer and a commercial size coffee urn. The facility also has on-site 14 five-ft. round tables, 6 eight-ft. rectangular tables, 3 six-ft. rectangular tables and 125 folding chairs.

The amphitheater is an outdoor band shell that has a 35 ft. x 42 ft. stage and terrace-style bleacher seating which can accommodate up to 250 people per event. There is also an additional seating area on the grass knoll behind the bleachers.

The Mining Days Bldg. and amphitheater are available for reservations 365 per year. Rental hours are from 5:00 am – 11:00 pm Sunday through Thursday and from 5:00 am through Midnight on Friday and Saturday. When requesting a reservation, please be sure to include adequate time for your group's setup and cleanup.

Applications for reservations are accepted on a first-come basis up to 12 months in advance. Applicant must be, at least, 18 years of age. The reservations fee, cleaning deposit and any other ancillary fees (on-site security, etc.) must be paid in full before a reservation will be accepted and approved. All facility cancellations must be made in writing by the applicant listed on the reservation, and received at City Hall 200 S. Main St. Webb City, Mo. 64870. Cancellation of an event within 30 days of a reservation date will result in the forfeiture of the rental fee (cleaning deposit and other ancillary fees collected by the city at the time of reservation will be refunded in full).

The facility deposit will be refunded, in full, if all cleaning instructions listed in this agreement have been followed. If the facility is not cleaned according to the attached checklist, a pro-rated refund will be issued along with a list of cleaning discrepancies noted. Refund checks may either be picked up at City Hall on the Friday after your rental date after 2:00 p.m. or the refund check will be mailed to you on the Friday after your rental.

The reservation and cleaning deposit fee are not inclusive of any damage fee. The cost of any damage to the facilities during the rental period will be billed, at cost, to the reserving party (or parties) listed on the reservation form. All invoices for damage must be paid with 21 day of the invoice date.

The City reserves the right to limit or prohibit future use of the facilities by any person, or group who have caused facility damage, caused a public disturbance or failed to comply with the rules established for the use of this facility by the city.

Only with the written consent of the City of Webb City can this lease agreement be altered once in force. This lease is not assignable to any other parties.

The Mining Days Bldg. is a public facility and therefore must be open for inspection to the Parks Director and/or police, at any time, upon request.

The Mining Days Bldg. and/or amphitheater are available for both commercial and fundraising activities but all requests must receive prior written approval from the City Administration. The City of Webb City reserves the right to reject any activity that it deems unsafe or detrimental to the community.

Prohibited Activities:

1. No grills of any type are allowed in or around the Mining Days/Amphitheater area without prior approval of city administration.
2. Fastening and adhesive materials are prohibited inside the Mining Days Bldg. and on the amphitheater structure.
3. Smoking is not allowed inside the Mining Days Bldg.
4. Alcoholic beverages are forbidden within the Webb City park system boundaries including inside and outside the Mining Days Bldg. and/or amphitheater area.

Mining Days Building/Amphitheatre
Cleaning Check List

You will need to bring the following cleaning supplies:

Countertop cleaner

Glass cleaner

Cleaning rags

- ✓ Please leave twelve (12) round tables and one (1) eight (8) foot rectangular table set up along with 6 chairs around each round table. Everything else must be put back in the storage room.
- ✓ Wipe all kitchen counters and cabinets.
- ✓ Rinse out the coffee urn with water only - no soap.
- ✓ Make sure the outside serving window is locked.
- ✓ Please monitor the items removed from the kitchen so that items belonging to the Community Building are not mixed with yours.
- ✓ Sweep and mop kitchen floor. The broom and mop are located in the little room between restrooms. Use the kitchen key to access the room.
- ✓ Clean stove (instructions over stove) and refrigerator. Please do not leave food or supplies in the refrigerator.
- ✓ Please do not use the ice in the freezer unless you brought it.
- ✓ Clean the door glass with the glass cleaner.
- ✓ Restrooms - Sweep and mop.
- ✓ Main Hall- Sweep and mop.
- ✓ Empty all trashcans. Trash bags under sinks in kitchen. Use the black bags for large cans and the white bags for smaller trash cans. The dumpster is located on the south side of the building.
- ✓ Please make sure the Community Center's supplies and equipment are not mixed in with your supplies as this will prohibit you from getting your deposit back.
- ✓ Also refer to the list in the kitchen.

- ✓ Thank you for taking pride in our Community Center and leaving it clean



WEBB CITY PARKS & RECREATION DEPT.
 555 S. Main Street Webb City, Mo. 64870-2342 • Office: 417-673-3700

Group/Contact Information

Applicant/ Group Contact Name: _____

Type of Organization: _____

Address _____

City _____ State _____ Zip: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Daytime Fax Number: _____ Email Address: _____

Event Information

Brief description of the Event/Program _____

Total estimated Attendance: _____ Number of Children: _____ Number of Adults: _____

Day(s) and date(s) Requested: _____

<u>Fees</u>	<u>Reservation Fees</u>	<u>Cleaning Deposit</u>	<u>Totals</u>
Mining Days Building & Amphitheater	\$ 150.00 per day	\$ 250.00	\$ _____
Security Guard:	\$ 40.00 per hour (2 hr. minimum) x _____ Hr.		\$ _____
Credit card Fee	\$2.25		\$ _____
		Total Fees Due:	\$ _____

Applicant Signature: _____ Date: _____

Paid by Cash: _____ Check: # _____ Credit Card: _____ Receipt: # _____

For Office Use Only: Date Application, Fees, & Insurance Received: _____

Date Approved or Denied: _____ By: _____

Date Group Notified of Approval/Denial: _____ Event Security Required: Yes _____ No _____

Date Security Fee Due/Received: _____ Date Police Department Notified: _____

Deposit: _____ Mail: _____ Pickup Refund Amount: Rent \$ _____ Deposit: \$ _____

Refund to: _____