

Facility Reservation Contract

401 N Madison St Spring Hill, KS 66083

Phone: (913) 592-3664, #9 Email: reservations@springhillks.gov



HOURS OF OPERATION

Civic Center: Monday – Sunday, 8:00am – 10:00pm

Community Center: Monday – Thursday, 8:00am – 10:00pm, Friday – Sunday, 8:00am-11pm

City facilities are closed on City observed holidays, Easter, Mother's Day, Father's Day, Christmas Eve, and New Year's Eve.

- Reservations are on a first-come, first-serve basis and may be reserved up to one (1) year in advance.
- Completed and signed facility reservation contract, room diagram, rental fees and deposit are required at the time of reservation.
- Lessee must include any set-up and clean-up times in the rental agreement.
- Lessee is responsible for all damages to the facility and will be responsible for signing and submitting all paperwork and payments related to the rental of the facility.
- Minimum age of lessee is twenty-one (21) years of age.

Lessee Name: _____ Email Address: _____

Organization/Group Name: _____

Lessee DOB: ____/____/____ Address: _____ City/State/Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Date of Event: _____ Event Description: _____

*Start Time: _____ *End Time: _____ Estimated Attendees: _____

(*When configuring rental time, include set-up and clean-up time. You cannot enter the facility to set-up prior to the time listed and all guests, vendors, equipment & décor must be out of facility at end of rental time listed.)

Catering:

☐ The event will be catered (caterer must have license from City to serve alcohol) ☐ The event will NOT be catered

Alcohol:

☐ We will be serving alcohol ☐ We will NOT be serving alcohol

The undersigned understands that they are entering into a rental contract with the City of Spring Hill, Kansas as outlined in the Facility Rental Rules and Regulations. The undersigned agrees to abide by the City's Facility Rental Rules and Regulations and to pay all fees related to the facility rental.

Lessee Signature: _____ Date: _____

OFFICE USE ONLY

Rental and Deposit Fee: Received by (initials) _____ Date _____ Receipt No. _____

Notified City Clerk's office of caterer serving alcohol: ☐ Yes, date: _____ ☐ N/A

Notified Police Department of event serving alcohol: ☐ Yes, date: _____ ☐ N/A

RENTAL FEE WORKSHEET

Rental Space: ☐ **401 Event Space** ☐ **Gymnasium** ☐ **Meadowlark Room** ☐ **Sunflower Room**

_____ hours x \$ _____ per hour	Start Time: _____ End Time: _____	\$
401 Event Space/Multipurpose Room Set-Up and Tear-Down Fee:		<input type="checkbox"/> \$25.00 (plus tax)
Gymnasium Security Set-Up and Tear-Down Fee:		<input type="checkbox"/> \$50.00 (plus tax)
Meadowlark/Sunflower Room Security Deposit:		<input type="checkbox"/> \$100.00
401 Event Space/Gymnasium Security Deposit:		<input type="checkbox"/> \$200.00
Total:		\$

Rental Space: ☐ **Community Center**

Monday - Thursday	_____ hours x \$60 per hour	Start Time: _____ End Time: _____	\$
Friday, Saturday, and Sunday	\$400.00	Start Time: 8:00am End Time: 11:00pm	\$
Community Center Security Deposit:			\$ 500.00
Total:			\$

List all decorations being used in the rental space(s): _____

401 EVENT SPACE (ROOM 118)

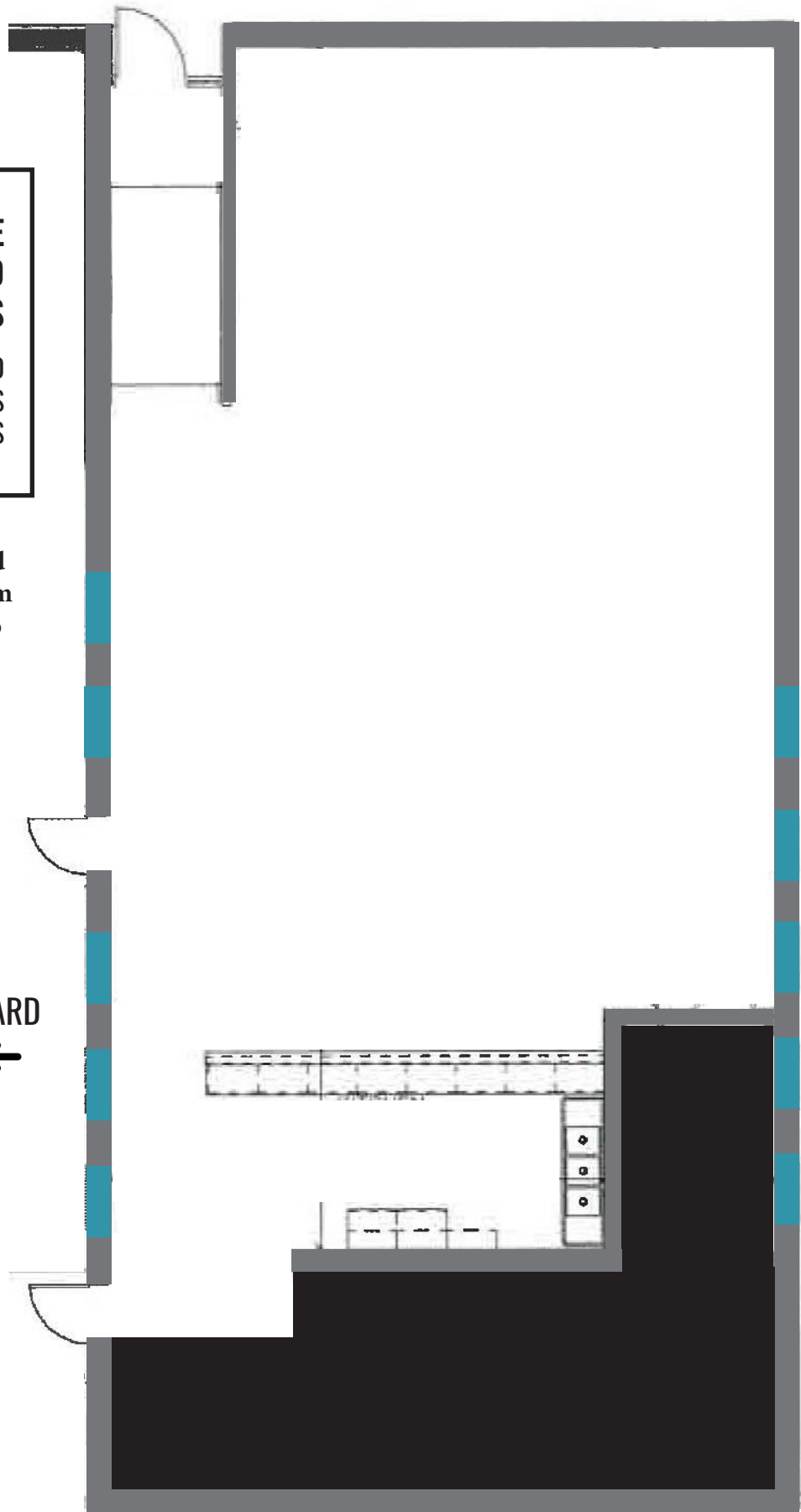
↑ TO CIVIC CENTER

AVAILABLE TABLES AND CHAIRS

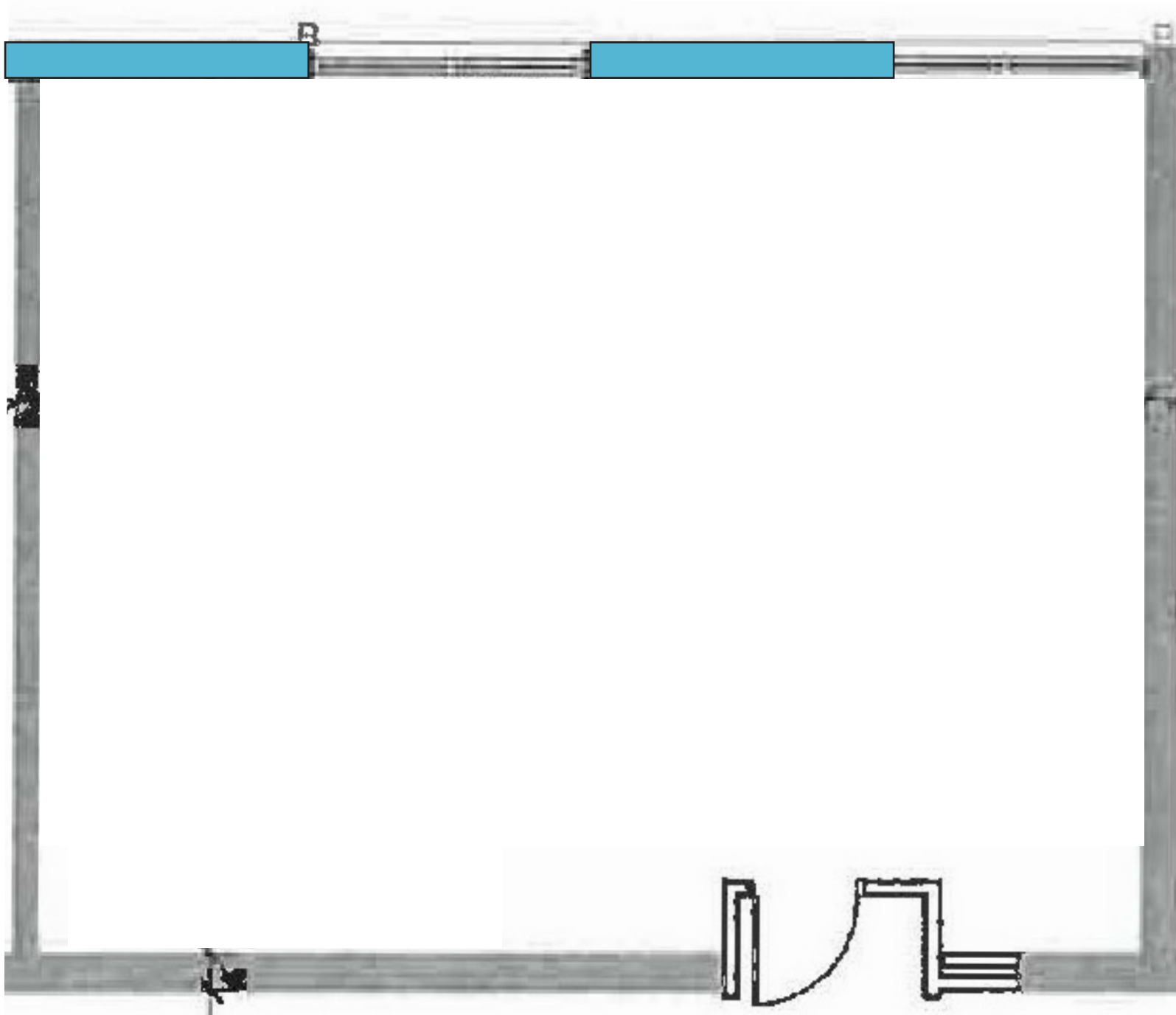
10 6ft ROUND
TABLES
80 CHAIRS

Dimensions:
34 ft. wide and
50 ft. long (from
counter-top to
wall).

TO COURTYARD



SUNFLOWER ROOM (ROOM 107)

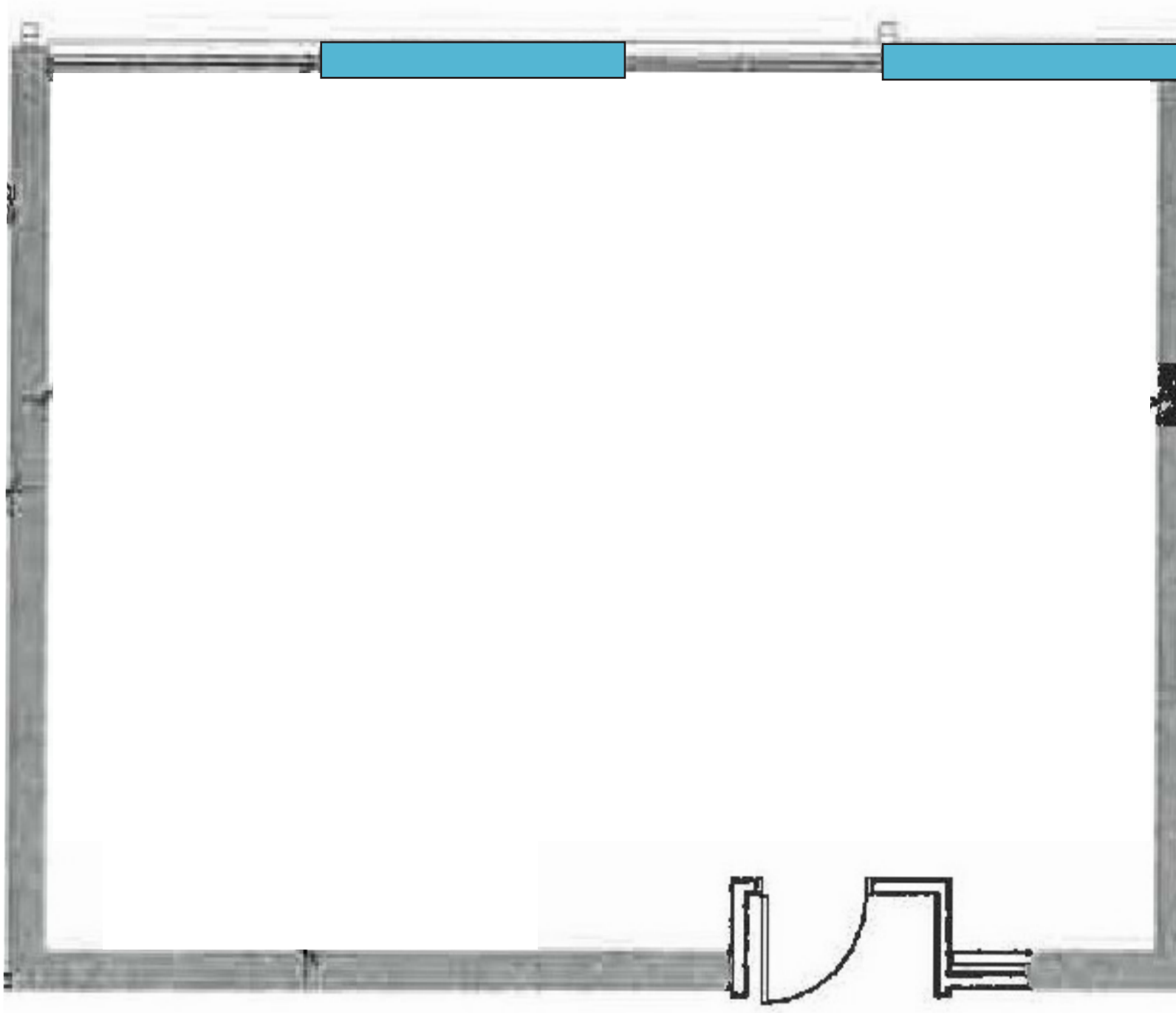


AVAILABLE TABLES AND CHAIRS

4 6ft by 3ft TABLES
20 CHAIRS

Dimensions:
32 ft. wide and 24 ft.
long.

MEADOWLARK ROOM (ROOM 106)



AVAILABLE TABLES AND CHAIRS

4 6ft by 3ft TABLES
20 CHAIRS

Dimensions:
32 ft. wide and
24 ft. long.



FACILITY RENTAL RATES AND HOURS

CIVIC CENTER – 401 EVENT SPACE

MAX. OCCUPANCY 135 – 10 (6FT ROUND) TABLES & 80 CHAIRS AVAILABLE

Hours of Operation:	Rental Rate:	Minimum Rental Time:	Security Deposit:
Monday – Sunday, 8:00am to 10:00pm	\$50 per hour and \$25 (plus tax) set-up and tear-down fee.	Two Hours	\$200

CIVIC CENTER – GYMNASIUM

MAX. OCCUPANCY 825 - TABLES & CHAIRS ARE SUBJECT TO AVAILIBLTY

Hours of Operation:	Rental Rate:	Minimum Rental Time:	Security Deposit:
Monday – Sunday, 8:00am to 10:00pm	\$60 per hour and \$50 (plus tax) set-up and tear-down fee.	Two Hours	\$200

CIVIC CENTER – MULTIPURPOSE ROOMS: MEADOWLARK & SUNFLOWER

MAX. OCCUPANCY 38 - 4 (6FT RECTANGULAR) TABLES & 20 CHAIRS AVAILABLE PER ROOM

Hours of Operation:	Rental Rate:	Minimum Rental Time:	Security Deposit:
Monday – Sunday, 8:00am to 10:00pm	\$25 per hour and \$25 (plus tax) set-up and tear-down fee.	Two Hours	\$100

COMMUNITY CENTER

MAX. OCCUPANCY 125 - 20 (8FT RECTANGULAR) TABLES & 90 CHAIRS

Hours of Operation:	Rental Rate:	Minimum Rental Time:	Security Deposit:
Monday – Thursday, 8:00am to 10:00pm	\$60 per hour	Two Hours	\$500
Hours of Operation: Friday, Saturday & Sunday, 8:00am to 11:00pm	Rental Rate: \$400.00	Minimum Rental Time: Full Day Required	Security Deposit: \$500

Civic Center facilities are closed on City observed holidays, Easter, Mother's Day, Father's Day, Christmas Eve, and New Year's Eve.