



**PAVILION RESERVATION FORM**

Weldon Spring City Hall  
5401 Independence Road  
Weldon Spring, MO 63304  
(636) 441-2110

**Indicate the date, time, and pavilion requested:**

Date(s): \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

\*not available for the Independence Day Celebration

Pavilion:  Large Pavilion  Small Pavilion

Today's Date: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Company Information:**

Company Name: \_\_\_\_\_

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

**Applicant Checklist:**

- Completed Form.
- Signed Terms and Conditions on page 2 of form.
- Valid Identification.
- Current Utility Bill of applicant or company (to receive resident pricing, bill must list Weldon Spring address).
- Payment (Cash or Check) in full.

Large Pavilion:

Residents: \_\_\_\_\_ # of days X \$50.00 = \_\_\_\_\_

Non-Residents: \_\_\_\_\_ # of days X \$100.00 = \_\_\_\_\_

Small Pavilion:

Residents: \_\_\_\_\_ # of days X \$25.00 = \_\_\_\_\_

Non-Residents: \_\_\_\_\_ # of days X \$50.00 = \_\_\_\_\_

**FOR OFFICE USE ONLY**

Residency Confirmed:  Yes  No Total Amount Due: \_\_\_\_\_ Receipt#: \_\_\_\_\_

DAY: \_\_\_\_\_ PAVILION: \_\_\_\_\_

Approved By: \_\_\_\_\_ Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

**TERMS AND CONDITIONS  
FOR THE USE OF THE CITY PAVILIONS**

Those wishing to use the City of Weldon Spring's Park and its facilities may do so at any time between sunrise and sunset. However, to reserve either a ball field or pavilion you must submit a Reservation Form and obtain approval from City Hall. Reservations are issued in accordance with the City Ordinance.

- When turning in your paperwork you will need cash or check.
- Reservations may be terminated at anytime by either party with or without reason.
- The city will begin taking reservations for the Pavilions on the second Monday of March each year. Reservations for usage can be made for the first week of April through the last week of October.
- Reservation of a pavilion only entitles to the sole use of that facility and its amenities and not the park at large; you are free to use the walking trail, ball field(s), playground and fishing lake but so is the general public.
- A reservation serves as official documentation and must be presented upon request.
- Each guest/player is responsible for leaving the assigned area in a clean and orderly state, promptly at the end of their time slot.
- Picnic tables are not to be moved from their existing location and premises.
- Each applicant is responsible for reparation of any damages arising from their group's use of the City Park and its equipment, facilities, and amenities.
- No glass containers of any kind are allowed on City premises.
- All trash must be placed in approved trash receptacles.
- Charcoal grills are available for use; An adult must always be present and monitoring any open flames and the fire must be completely extinguished before leaving the pavilion
- No swimming, wading, boating or ice-skating is allowed in/on the City Lake.
- Children under the age of ten (10) years old must be accompanied by an adult when near the lake.
- The City of Weldon Spring exercises a Hold Harmless Policy for all reservation usage. This releases the City from any claims that may arise out of accident or injury when using City facilities and amenities.
- For immediate park concerns please contact City Hall (636) 441-2110, the City Parks Department (636) 485-3840, or email [parks@weldonspring.org](mailto:parks@weldonspring.org).

By signing below, I agree that I have read and understand the terms and conditions as outlined in this Reservation Form. Furthermore, The below signed will indemnify, defend, hold harmless, assume liability for and defend the City of Weldon Spring, its officers, and employees from any and all costs and expense including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the City of Weldon Spring and its officers and employees may become legally obligated to pay because of any, all and every demand for claim of action or assertion of liability, or any claim of action founded there on, arising or alleged to have arisen out of an intentional act or omission of the below signed use of real or personal property belonging to the City of Weldon Spring, its officers and employees, or by any intention, action or omission by The below signed, its members, agents, servants, employees, officers or director for which the below signed may be held legally liable. Nothing herein shall require that the below signed to indemnify, hold harmless or assume liability for any negligent, intentional, or other tortious act or omission of the City of Weldon Spring, its officers and employees.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_