



# CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.cityoftwinoaks.com](http://www.cityoftwinoaks.com)

## PARK PAVILION RESERVATION APPLICATION

This application is subject to Park Regulations Chapter 220 of the Municipal Code. An approved reservation is not transferable and can be revoked at any time. Reservation is not final until City Office receives deposit. Reservations will be made on a “first come, first served” basis. Cancellation of any date(s) or time(s) granted by this permit requires two (2) business day notification or deposit may become non-refundable. Please read for your understanding and protection Chapter 220: Park Regulations of the Municipal Code. (Copy will be given upon submittal of application or can be viewed on our website.)

Today’s Date\*: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

\*City residents may begin reserving the Park facilities on January 1 of that year; all others may begin reserving on March 1.

## RESERVATION INFORMATION

Reservation Date: \_\_\_\_\_ Hours from \_\_\_\_\_ to \_\_\_\_\_

(Application must be filed at least 2 business days prior to reservation date. Please allow enough time for setup/cleanup of your event. Park hours are from 6 a.m. to 10 p.m.)

Number of People Attending Your Event: \_\_\_\_\_

Will Alcohol be served?       YES       NO **(No Glass Bottles Permitted)**

Please place all recyclables in the provided recycling containers and trash in the provided trash cans.

**\$50.00 standard deposit**       **\$150.00 standard (deposit + alcohol deposit)**  
Resident deposits are fully refundable if no damage is reported.

Disabled accessible vehicle parking is permitted in designated area adjacent to Multi-Purpose Court. Park visitors may park in designated spaces on the east side of Robert Hartzog Lane – not on any grassy area. Violators will be ticketed. **For your own protection snap a photo of the Pavilion as you leave.**

**By signing below, applicant has read and agrees to the attached Terms & Conditions. Any violation of park regulations or misrepresentation of this form may result in forfeiture of all deposits and/or future park reservation rights.**

Completed park reservation applications may be emailed to [pdries@cityoftwinoaks.com](mailto:pdries@cityoftwinoaks.com).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approval/City Administrator

## TERMS AND CONDITIONS OF PARK FACILITY USE

1. Applicants must be twenty-one (21) years of age or older.
2. Park reservations are limited to groups of no more than 50 people.
3. Food and beverages (if desired) as well as clean-up are the responsibility of the User. The City does not supply these services.
4. Set up and clean up must occur within the time period for which the Applicant has reserved the park area. The User or users' group must not remain in the reserved area beyond the time period stated in the reservation.
5. *Damage Deposit.* A Damage Deposit (and Alcohol Deposit, if applicable) in the amount set forth above is required and will be held by the City to ensure against the user's failure to clean the park facilities or any damage that occurs. The deposit will be used toward any cleaning/repair costs the City incurs and the User will be responsible and liable for all costs in excess of the deposit. Otherwise, a full refund will be issued to Twin Oaks residents.
6. The following are not permitted on the premises:
  - a. Firearms or weapons of any kind (except by the St. Louis County Police)
  - b. Drugs
  - c. Gambling
  - d. Confetti, glitter, silly-string, sidewalk chalk or similar items
7. *Alcohol Policy* – Permission to serve alcoholic beverages will be granted based on the following conditions:
  - City's receipt of the additional Alcohol Deposit;
  - Consumption of alcoholic beverages by the User & guests is only for the activity described on this Application;
  - The User must comply with all local, state, and federal liquor laws
8. All cancellations must be made *in writing* and should be made at least 48-hours prior to the reserved time to avoid forfeiting any deposits and negative effects on ability to make future reservations.
9. Users are responsible for all clean-up, including but not limited to: removing all decorations; disposing of all trash; and cleaning benches, picnic tables, etc. If the City determines that further cleaning is required, the User's deposit will be forfeited, and the User will be responsible for the City's actual cost of cleaning the premises.
10. The City or its agent reserves the right to direct the User and any guest(s) to cease all activities that are not in full compliance with these Terms & Conditions. The City, at its sole discretion, also reserves the right to direct the User and all guest(s) to vacate the facility for a violation of the Terms & Conditions or for public safety. The User's deposit will be forfeited, and the User shall be responsible for all clean up and damages as defined herein.
11. By executing this application, the User agrees to assume full responsibility for the cost of repair or replacement of any property, fixtures and/or equipment damaged during the periods covered by the Park Facility reservation.
12. The City is not responsible for stolen items or loss of personal property.
13. The City will prosecute and seek restitution from any person who willfully damages or removes, or attempts to damage or remove, public property from the premises. Any applicant or user who is found or pleads guilty will be prohibited from reserving Park facilities in the future.
14. Use of the reserved Park facilities must be confined to the specific reserved area and may not disrupt the public's enjoyment or use of the Park.
15. Operation of motor vehicles in the Park or on Park land is prohibited. All users must park in the designated areas on Robert Hartzog Memorial Lane. Parking on grassy areas or on the multipurpose court is prohibited.
16. Tents, bounce houses, recreational equipment, or other appurtenances requiring staking or otherwise required to be secured to the ground are prohibited.
17. Park reservations may be denied because of City-sponsored events in the Park.
18. No financial transactions may take place on Park property during the course of the reservation.
19. Fires may be built only in barbecue grills or fireplaces provided by the City and must be extinguished before leaving the park.

20. Applicant agrees to be bound by the Park Regulations Chapter 220 of the Municipal Code City of Twin Oaks. Solicitation of any business or service is prohibited. No person, firm, or corporation is permitted to offer or advertise merchandise or other goods for sale or hire. Excepting City-sponsored events and activities, the maintaining of a concession or the use of any park facility, building, trail, road, bridge, bench, table or other park property for commercial purposes is prohibited unless a permit is issued by the Board of Aldermen or its designated representative(s). Such permit shall be clearly displayed by the person(s) seeking to conduct commercial activities within the park. (See Section 220.020 of the Twin Oaks Municipal Code).