

**Hannibal Parks and Recreation**  
**320 Broadway**  
**Hannibal, MO 63401**  
**Ph: 573 221-0154 Fax: 573 221-0155**



**SHELTER RESERVATION**

*\*Denotes required field*

\**(Please Print)* Name \_\_\_\_\_

\*Address \_\_\_\_\_

\*Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The rental fee is \$15.00 for a 6-hour period or \$20.00 for rental of a shelter without electricity. The rental fee is \$20.00 for a 6 hour period and an all day rental of \$30.00 for a shelter with electricity. (9 AM-10 PM). All fees must be paid at the Parks Office in City Hall, 320 Broadway, in order to reserve the shelter. If payment is not received with this form, the shelter cannot be reserved.

**Please circle the shelter you wish to reserve:**

RIVERVIEW PARK	1 (No Electricity)	2 (No Electricity)	3 (No Electricity)
HUCKLEBERRY PARK	1 (Has Electricity)	2 (No Electricity)	
CENTRAL PARK	1 (Has Electricity)		
Y'S MEN PAVILION	1 (Has Electricity)		
GLASCOCK'S LANDING	1 (Has Electricity)		

Rental Date: \_\_\_\_\_

Circle the time you would like: 9 AM – 3 PM                      4 PM – 10 PM                      ALL DAY

Check box if you would like to have alcohol.

Initials of Parks & Recreation employee if alcohol is approved

Estimated number of people expected to attend: \_\_\_\_\_

\*Any shelter rental that is cancelled less than 14 days prior to the rental will forfeit the entire rental amount. (Initial) \_\_\_\_\_

**RULES AND REGULATIONS FOR SHELTER FACILITIES**

**(Reservation is for the shelter only. Other park amenities are open to public use)**

**Please Be Sure To:**

- Keep alcoholic beverages within the designated shelter area. (Does not include playgrounds, parking areas, roadways or other areas of the parks.
- Get a "Caterers license" from the City Clerks Office if you want to sell alcohol from the shelter location. (Unless you a non-profit).
- Keep music/noise volume to an acceptable level that will not disturb neighbors and other park users.
- Use the building and equipment as they were intended.
- Be considerate of other users and clean up after yourself. (Including any signage, trash in shelter and surrounding area)
- Allow the natural areas to remain natural and protect the park wildlife.
- Conduct yourself in an orderly manner.
- Use only the grills for fires and cooking.
- Follow safe traffic habits/maintain traffic flow.

**It is illegal to:**

- Drive or park on the grass or attach signs to trees. (Please keep on paved roads and designated parking areas).
- Use the shelter before 6:00 a.m. or after 10:00 p.m. (Per City Code)
- Use firearms (including BB and pellet guns), fireworks, explosives or other weapons.
- Use or serve intoxicating beverages to individuals under the age of 21 years old.
- Have glass bottles. Cans and plastic bottles are allowed.
- Use the shelter for buying or selling of goods or services.

**PLEASE REMEMBER THESE ARE OUTDOOR FACILITIES AND THAT REFUNDS ARE NOT GIVEN FOR INCLEMENT WEATHER.**

**WAIVER OF LIABILITY**

The Parks and Recreation Department assumes no responsibility for any damages, loss of property, injuries, and/or sicknesses incurred by me or any accompanying persons as a result of the use of this facility and reserves the right to cancel the reservation at its convenience.

I, the licensee of the facility, do hereby agree to abide by all of the rules and regulations listed above during the time I have permission to use the facility. I understand that it is my responsibility to inform other users in my party of the rules and regulations.

Please read, sign and date this form and return it with your payment. (Make check payable to HPR) A copy of this form will be mailed back to you, along with receipt for your payment.

**\*Signature**

**\*Date**

**FOR OFFICE USE ONLY**

**Date Payment Received:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **CC:** \_\_\_\_\_