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General

1. The City of St. Joseph, recognizing the uniquely attractive setting of the John E. N. Howard Bandshell, wishes to codify the permitted uses of this facility in keeping with the following guidelines.
2. Fees for use of this facility shall be set by City Commission resolution. The St. Joseph Municipal Band, other events sponsored by the City of St. Joseph, and noontime concerts sponsored by St. Joseph Today shall not be charged a fee. All rentals will be for a full day; there will not be more than one event per day scheduled at the Bandshell.
3. The Bandshell shall be rented only for wedding ceremonies. During hours when the facility is not rented, or reserved for Band or other City-sponsored activities, it shall be considered part of Lake Bluff Park and may be used by the public in the same manner as any other place or structure in the park, on a non-exclusive first-come, first-served basis.
4. Facility rental includes only the exclusive right to use and decorate the facility during the rented hours; the renter may also use one dressing room if they desire (this must be indicated to the City at the time the reservation is made). The rental does not include use of the facility for rehearsals. Alcoholic beverages are not permitted in the facility or in the surrounding park. Facility rental does not include use of the sound system or any exclusive parking rights. Renters should remain aware that the Bandshell is located in a public park, and the exclusive right to use the facility is limited to the Bandshell structure and the permanent seating area. Renters may furnish and operate a portable amplified sound system but must not disturb the public use of the park or infringe on the quiet enjoyment of nearby residents through operating the sound system unnecessarily or at an excessive volume. Simple decorations, such as flowers or garlands, are permitted; decorations must be attached in a manner that does not damage the facility, and must be removed before the end of the rental period. The renter must also clean any other litter or debris from the facility and deposit it in trash receptacles provided at the facility by the City. All set-up and clean-up must take place within the rented hours.
5. Throwing or dispersing rice, birdseed or other similar food material, or confetti or other material is absolutely prohibited. Blowing soap bubbles or similar acts that neither create a littering problem nor attract birds or other animals to the site are permitted.
6. The daily facility rental hours shall be the same hours as Lake Bluff Park, 6:00 AM – 10:30 PM or as otherwise posted.
7. The City reserves the right to cancel a reservation, if deemed to be in the best interests of the public health, safety and welfare, or otherwise in the discretion in the City. In the event a reservation is cancelled, the City will refund the entire rental fee through the normal accounts payable process and shall offer an alternate date during that calendar year at no charge. The City's liability in case of such a cancellation is limited to the refund of that rental fee and offer of that alternate date.
8. Any questions involving the interpretation or application of these rules and this Policy, or any questions or requests not addressed in this Policy, shall be decided by the City Manager.
9. Proceeds from facility rental shall be deposited in the Band Fund.

Procedures

10. The St. Joseph Municipal Band shall have first priority in annual scheduling. The Band's summer schedule for each year shall be established by January 1 of that year and the appropriate times, including necessary set-up and clean-up times, shall be reserved for the Band. Other City-sponsored events, including necessary set-up and clean-up times, shall be reserved as they become known or approved.
11. After January 1 of each year, the City Clerk's Office will begin to accept reservations for the use of the facility for weddings in the next calendar year. Reservations will be finalized only upon receipt of full payment for the use of the facility and upon signing a rental agreement provided by the City. The rental agreement will indicate the date, time, and duration of the rental, and whether the use of one dressing room is desired.
12. The renter may cancel the reservation at least 60 days before the scheduled date without penalty. Within 60 days of the scheduled date, one-half of the rental amounts shall be forfeited as a cancellation penalty; a check for the remaining one-half shall be refunded to the renting party through the normal accounts payable process. There will be no refund for inclement weather on the day of the reservation.