



# Robert Cherry Civic Center Reservation Agreement

Name (Business Representative/Individual) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## Floor Plan for Event Set Up:

Parks and Recreation Staff will provide set up of tables and chairs for your event date. Set up of décor, place settings, a/v equipment, and other permitted decorations are the responsibility of the renter. Other rules apply and are specified herein.

Message for Digital Board (Optional): 1 character per box

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reservation Date: \_\_\_\_\_

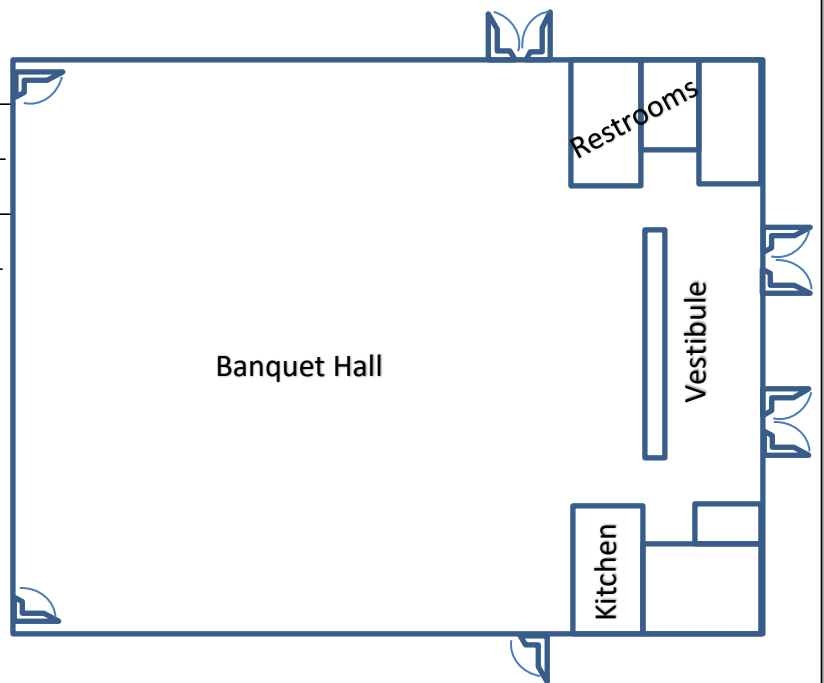
Set Up Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Please indicate table and chair placement on diagram. Capacity: 256

- Tables, 8ft rect. (32 available) \_\_\_\_\_
- Tables, 6ft round (10 available) \_\_\_\_\_
- Chairs (260 available) \_\_\_\_\_





## Rates and Fees

### Weekday and Weekend Reservation Rates

Fees do not include sales tax or credit card processing fees which are assessed with every transaction.

Monday – Thursday	\$750/day
Half Day Option (up to 5 hours)	\$500
Friday – Sunday (full day only)	\$1200/day
2 <sup>nd</sup> + Consecutive Day(s)	\$500/each additional day
Holiday Rates	\$1500/day
**Blackout Dates: Blackout Dates are dates the Civic Center is not available for reservation. Independence Day, Thanksgiving Day, day after Thanksgiving, 1 <sup>st</sup> Saturday in December, Christmas Eve, and Christmas Day.**	
Security Deposit (Refundable)	\$500

### Payment Schedule

50% of reservation fee is due at the time the reservation is placed. The remaining balance, including the security deposit of \$500 must be paid a minimum of 15 business days prior to the event date.

The security deposit is refundable after a facility inspection is completed and no damage or issues are present. Any damage to the facility whether minor or significant, and/or additional cleaning that is required will forfeit the eligibility for a refund. Expenses to repair damage that are above and beyond the damage deposit will be billed to the renter.

### Discounted Rates

A 20% discount is available to individuals and Non-profit organizations that meet the criteria specified herein.

Individuals who reside in the city limits of Paducah, and are hosting a family reunion, birthday celebration, wedding anniversary celebration, or wedding/reception. Must provide proof of residency at the time the reservation is placed.

The non-profit organization must be located inside the city limits of Paducah and provide proof of non-profit status at the time the reservation is placed.

### Cancellation Policy

Refunds for cancellations are available as specified herein. Credit Card payments will incur additional processing fees of 2.65% of the total transaction, plus \$.25 per transaction and are not refundable.

Requests for cancellation and refund must be submitted in writing to the Parks and Recreation Department as specified herein.

Requests for event date changes may incur an additional 15% administrative processing fee.

Cancellations are refunded as follows:

90 days or more prior to event date	refunded at 100%
60 – 89 days prior to event date	refunded at 85%
30 – 59 days prior to event date	refunded at 50%
Less than 30 days prior to the event date	No refund available

In the event of inclement weather, closure of parks and facilities, or other emergency related events that occur on the reservation date, the City of Paducah reserves the right to cancel reservations, and the Renter will have the option to reschedule on another available date or will be eligible for a full refund.

\_\_\_\_\_  
Renter's Initials                      Date



## Reservation Policies, Provisions, and Responsibilities

### Reservation Policies

The Robert Cherry Civic Center is available to the public for reservations for a fee, Sunday – Saturday from 7:00 am – 1:00 am.

Reservations must be made in advance and are available on a first come first serve basis. A signed contract and 50% of the reservation fee is required to secure your date.

Reservations require a primary contact, otherwise known as “renter”, who will be the responsible person for the entirety of the reservation process, up to, during, and after the event itself.

Reservations are not transferable to another person, party, or organization.

Any request for changes to a reservation must be submitted in writing no later than 30 days in advance and approved by the Parks and Recreation Department. Requests for changes may incur administrative fees as specified herein.

Renter, all attendees, vendors, their employees, etc must adhere to park and facility rules. For a complete list of park facility rules visit the City’s Code of Ordinances

[https://library.municode.com/ky/paducah/codes/code\\_of\\_ordinances?nodetd=COOR\\_CH70PARE](https://library.municode.com/ky/paducah/codes/code_of_ordinances?nodetd=COOR_CH70PARE)

Parks and park facilities are smoke and vape free. Visitors must use designated areas.

### City Ordinances

Renters are responsible for adhering to all City Ordinances. For a complete copy of the City’s Code of Ordinances, visit

[https://library.municode.com/ky/paducah/codes/code\\_of\\_ordinances](https://library.municode.com/ky/paducah/codes/code_of_ordinances)

### Facility Provisions

The Robert Cherry Civic Center is roughly 7000 sq feet of banquet space and includes a catering kitchen, banquet space, restrooms, lobby vestibule, and equipment storage.

The facility has a seated capacity of 256, and includes tables and chairs to accommodate the capacity. Additional tables and chairs brought in from an outside vendor or private party are not permitted.

The catering kitchen includes a warming cabinet, refrigerator, ice machine, and free-standing counter space. Food must be prepared offsite.

All food waste and trash must be properly stored in and removed from the facility and/or placed in the dumpster located at the back of the building.

Public wifi is available onsite.

A/V access is available. Equipment is not provided.

### Decorations

The renter is responsible for bringing in, setting up, taking down, and removing any and all décor including but not limited to table linens and coverings, centerpieces, flowers, arches and arbors, balloons, streamers, photos and stands, as well as all serving and dining plates, cups, glasses, bowls, and utensils.

All décor must be free standing and is not permitted to be attached or secured to any surface inside or outside the facility. All cables and/or cords must be secured to reduce tripping hazards.

---

Renter’s Initials

Date



### **Permitted Decorations**

The following items are permitted for use as specified herein.

- All décor must be free standing.
- Fresh and artificial flowers and plants, centerpieces, vases, linens, balloons, archways, arbors, photos on stands, etc.
- The use of birdseed, bubbles, sparklers, or fog machines **are only permitted outdoors** and the renter is responsible for any and all clean-up of the parking lot and surrounding areas at the end of the event.

### **Prohibited Decorations**

The following items are prohibited from use as specified herein.

- The use of tape, nails, glue, adhesives, staples, pins or any other similar items to secure decorations to facility surfaces are prohibited.
- Confetti, glitter, rice, sand, or any other similar items.
- Any items with an open flame, including but not limited to candles, fireworks, or any other similar items.
- Fog or smoke machines are not permitted indoors.
- Birdseed, bubbles, sparklers or other similar items are not permitted indoors.

### **Deliveries**

Any scheduled deliveries must be completed during the reservation times on the date of the reservation.

Delivery trucks are able to load in and load out using the double door entries. Deliveries are the responsibility of the renter, who must remain present for the duration of load in and load out.

### **Service Providers**

All service providers must have a current business license with the City of Paducah on file, carry their own liability insurance, and be properly permitted through local, state, and federal authorities as appropriate.

All service provider fees are the responsibility of the renter. Securing vendors and payment to vendors as applicable are the responsibility of the renter.

### **Stage, Sound & Light, A/V Productions, ETC**

Stage, sound, light, and A/V production equipment is not available and must be contracted by the renter. A/V hook up is available.

Stage rental vendors must protect the floors from any wear or damage from set up, use, and take down of the stage and/or any related equipment.

All cables or electrical cords of any type must be covered to prevent trip hazards. The use of adhesives or tape to secure the cords is not permitted.

### **Caterers**

Caterers are preferred but not required, and can be selected from the City's preferred caterer's list on file.

Caterers must be contracted by the renter.

Caterers and/or renter is responsible for removing all of their food waste, and trash from the building and cleaning all kitchen surfaces and equipment.

Cooking is not permitted onsite.

---

Renter's Initials

Date



**Alcohol Policies**

Individuals and For-Profit entities must notify Parks and Recreation during the reservation process of their intent to provide alcohol at their event. The following is required for renters who allow alcohol to be brought in by themselves, attendees, or vendors to provide, serve, and consume alcohol at their event:

Public Events (For-Profit Entities)

Individuals and for-profit entities that host events which are open to the public, must hire a caterer with a valid license to cater alcoholic beverages.

Public Events (Nonprofit Entities)

Nonprofit entities wishing to sell alcohol must contact the City Clerk’s Office at (270) 444-8506 to obtain a special temporary alcohol license. Please allow up to 30 days to process a special temporary alcohol license. Alternatively, nonprofits have the option of hiring a caterer with a valid alcohol license to cater alcoholic beverages.

Private Events

Private events that are invitation only, (not advertised and not open to the public) may purchase alcohol to be served and at no cost to the invited guests. Alternatively, private events have the option of hiring a caterer with a valid alcohol license to cater alcoholic beverages.

In the event the renter elects to contract alcohol and beverage services, the Caterer shall:

- Provide general liability insurance naming the City of Paducah as additional insured for up to \$1,000,000.00.
- Provide insurance to be eligible to serve alcohol in City facilities.
- Provide copy of valid liquor license.

**Renter’s Responsibilities**

Renter shall:

Provide a working number to address needs or issues that may need to be communicated to and from the Parks and Recreation Department, up to and including the day of reservation.

Provide all set up and clean up for the event within the reservation times of 7:00 am to 1:00 am. (Tables and chairs will already be in place).

Follow all rules in the reservation agreement, as specified herein, as well as park and facility rules published on the City’s website.

Facility Equipment is to remain inside the facility.

Clean up of the facility to restore it to pre-event condition including but not limited to clean up of spills, remove all decorations and other items brought in by the reservation or a service provider, etc.

All attendees shall leave the premises by 1:00 am.

Facility damage and/or maintenance needs must be reported to Parks staff upon discovery.

Access to the facility is not permitted prior to the start of the reservation date and time. Access to the facility is not permitted after the end of the reservation date and time.

Loitering after reservation hours is not permitted.

---

Renter’s Initials

Date



Any damage to the facility, equipment, or grounds will be the responsibility of the renter.

Any additional cleaning required may incur additional fees that will be charged to the renter's credit card on file or deem the renter ineligible to receive refund of security deposit.

**City's Responsibilities**

City will provide the following:

Clean facility that is set up with tables and chairs according to the application and floor plan submitted by the renter.

Staff on site to monitor facility, ensure facility related needs are taken care of in a prompt manner, and provide support to event organizer as reasonably possible.

At the conclusion of the event, staff on site will secure the building and disinfect and sanitize facility equipment and surfaces as appropriate to include sweeping and mopping floors, storing tables and chairs, removing trash, cleaning the restrooms, and sanitizing the kitchen.

This City is not responsible for any personal items that are missing, lost, stolen, or left on the premises.

**Applicant Waiver and Liability Release**

I, \_\_\_\_\_ (Renter) agree to follow all of the rules and regulations set forth by the Parks and Recreation Department and the City of Paducah as specified herein.

I, \_\_\_\_\_ (Renter) agree that failure to comply with all rules and regulations may result in up to and including ban from future rental of City Facilities.

I, \_\_\_\_\_ (Renter) agrees to assume all responsibility for loss, expense, damage, or injury to any person or property, related to the provision and/or consumption of alcoholic beverages while on the premises.

I, \_\_\_\_\_ (Renter) further agree to indemnify, release and hold harmless the City of Paducah, Paducah Parks and Recreation, their employees, and agents from any and all responsibility for loss, expense, damage, or injury to any person or property, and to loss or damage of any and all merchandise, cash supplies, and caterer's equipment while in parks facilities regardless of cause.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

For Office Use Only: Required Documents for Application Completion

- |  |   |
|--|---|
| <input type="checkbox"/> 50% Deposit Received                    | <input type="checkbox"/> Security Deposit – Date Received _____ |
| <input type="checkbox"/> Intent to Serve Alcohol (Caterer _____) | <input type="checkbox"/> Pre-Event Walk Thru Date/Time _____    |
| <input type="checkbox"/> Copy of Insurance (if applicable)       | <input type="checkbox"/> Post-Event Walk Thru Date/Time _____   |
| <input type="checkbox"/> Proof of Residency                      | <input type="checkbox"/> Security Deposit Refund Issued _____   |

If Security Deposit Refund is not issued, explain and attach appropriate documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Initial \_\_\_\_\_ Date \_\_\_\_\_