

Sullivan Square Reservation Form

In order to reserve Sullivan Square, please follow these 2 easy steps and return this application the Baldwin City Recreation Commission office at 705 High St.

1. Read through this application in its entirety, complete all paperwork, initial all required spaces on the rules and regs sheet and pay all fees and deposits.
2. Return all forms to the BCRC office along with the appropriate damage deposit fee. Applications need to be turned in 14 days prior to an event to ensure staff will be available. Events that involve the sale or use of alcohol will need to be submitted 30 days prior to allow for the approval of alcohol by City Council.

Who can rent Sullivan Square?

◆ Community Events—Open to the Public

Any organization, individual or business may hold a community event that is open and free to the public with no reservation fee. A usage fee will apply if tech equipment or other amenities are reserved.

◆ Not-For-Profit Organizations

Any non-profit organization may hold up to three (3) one-day events with approval from the Baldwin City Recreation Commission at a 25% discount each calendar year.

◆ For Profit Organizations

Any organization may hold a private event at Sullivan Square. Normal fees will apply.

Registration Information

Renters will not have access to Sullivan Square prior to the access start time requested. Event end time requested must allow for clean up of event space.

Private Event Free Event to Public Entrance Fee Fundraiser

Date(s) Requested: _____

Event Start Time: _____ Event End Time: _____ Set Up Time: _____ Clean Up Time: _____

Title of Rental: _____ # of People Expected: _____

Organization: _____ Primary Contact: _____

Phone Number: _____ Email: _____

Address: _____ City: _____ Zip: _____

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Sullivan Square– Fees and Deposit

The security deposit fee and a copy of liability insurance must be submitted, along with the proper forms, in order to secure an event on the Sullivan Square calendar. All or part of the security deposit will be applied to the final bill pending condition of the Square at the conclusion of the event, per BCRC’s discretion. Final payment is due no later than (7) seven days prior to the event. The rules and regulations can be found on pages 3-5.

*If there are no fees associated with securing your event, please continue to mark the service/amenity that will be needed.

Service / Amenity	Cost	Total
Reservation Fee– Full Day or Half Day BYOB events fall into the “no alcohol” category since it is not being served by a licensed caterer. *If your event requires street closures or use of sidewalks, please fill out the City of Baldwin’s Special Event permit on the back of this form.	\$750 Full Day serving Alcohol \$500 Full Day no Alcohol (12:00 p.m. to 11:00 p.m.) \$250 Half Day (12:00 p.m. to 5:00 p.m.) \$350 Half Day serving Alcohol (6:00 p.m. to 11:00 p.m.)	
Is your event BYOB?	YES NO	N/A
Will your event need concession stand access	YES NO	\$50
Will your event require tech equipment- __ Screen __ Sound System	YES NO	\$50
Splash Pad *Please Circle One	ON or OFF	N/A
Will you sell or offer alcohol, other than beer, at your event? If yes, you will need to acquire a permit from the state of Kansas here: https://www.ksrevenue.org/abctemppermit.html	Liquor? YES NO	N/A
Refundable Security Deposit, applied to final bill:	\$100	\$100

Office Use: Summary of Fees and Deadlines- Make checks payable to BCRC

Reservation Fee: \$ _____	-Discount: \$ _____	= \$ _____
Security Deposit: \$100.00		= \$ 100.00
Concession Stand: \$50.00	-Discount \$ _____	= \$ _____
Tech Equipment: \$50.00	-Discount \$ _____	= \$ _____
Signature of Renter: _____		GRAND TOTAL: \$ _____
Date of Birth: _____	Date: _____	

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Rules and Regulations

Sullivan Square applicants must read the following rules and regulations and initial each to verify acceptance:

1. ___ *Rental agent.* Sullivan Square, 710 High Street Baldwin City, Kansas, is a public facility of the City of Baldwin City. Sullivan Square may be rented for private events in accordance with the terms of this agreement. The rental agent designated by the city manager is the Baldwin City Recreation Commission. Information regarding the rental of Sullivan Square may be obtained by contacting the Baldwin City Recreation Commission at (785)594-3670 during regular business hours or emailing info@baldwinrec.org
2. ___ *Reservations.* The use of Sullivan Square is determined on a first come, first served basis. Dates will not be reserved, and reservations are not confirmed until this agreement is completed and signed by both parties and all appropriate fees have been paid.
3. ___ *Eligibility.* Renter shall be at least twenty-one (21) years of age and must be on-site during the activity. BCRC may refuse to rent Sullivan Square if in the judgment of BCRC the planned event is likely to draw a crowd too large for the facility, damage the facility, or create conditions that will disturb the neighborhood, or if Renter has previously rented Sullivan Square and has not complied with the terms of the rental agreement. In the granting or refusing of rental agreements, BCRC shall not discriminate on the basis of race, ethnicity, gender, religion, color, sex, disability, ancestry, national origin, or age.
4. ___ *Rental fees and additional charges.* The rental fee and deposit must be agreed upon in advance, at the time of making the reservation. Additional charges may be assessed for property damages or occupancy beyond the agreed time. Renter shall pay all charges in excess of the deposit within seven (7) days prior to the event. If Renter violates any of the terms or conditions of this agreement, BCRC shall have the right to immediately terminate without notice or refund, and the Baldwin City Recreation Commission may pursue all of its rights and remedies including, without limitation, the right to recover court costs and attorney fees. The deposit will be paid before the reservation is complete.
5. ___ *Cancellations and Refunds.* Renters may cancel or reschedule the date of their event within two (2) months of the event with no cancellation charge with 100% reimbursement of deposit. Renter will receive 50% of their deposit back for any event cancelled less than two months (60 days), up to two (2) weeks prior to the event. Deposit will be forfeited for any event cancelled two weeks or less prior to the event. Rental fees will not be refunded unless notice of cancellation is given to BCRC at least 72 hours in advance of the scheduled time of the event (not including deposit).
6. ___ *Alcoholic beverages.* Alcoholic beverages may be served or consumed at Sullivan Square only if a license or a temporary permit for the serving of alcoholic beverages at the event has been approved by BCRC and issued by the City.
7. ___ *Restricted access.* For private events, access to Sullivan Square may be restricted by signage or such other means as BCRC finds appropriate. Any barrier or boundary marker that Renter may desire in order to further restrict use of Sullivan Square must be approved in advance by BCRC.

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Rules and Regulations Continued:

8. ___ *Behavior.* BCRC reserves the right to control all Sullivan Square activities and eject any person who conducts themselves in an inappropriate manner or fails to observe the requirements of this agreement. Renter is responsible to see that all activities are appropriately controlled, and all rules are observed by those present.
9. ___ *Renter's property.* BCRC and the City shall assume no responsibility for any property placed on or in Sullivan Square or other park facilities and grounds.
10. ___ *Weather.* It is Renter's responsibility to make provisions for rain or severe weather. BCRC reserves the right to terminate an activity due to inclement weather that could pose a hazard to the guests, performers, staff, or the facilities.
11. ___ *Use.* Any group using the facility will return it to the same condition as prior to rental. No decorative or other materials shall be nailed, tacked, screwed or otherwise physically attached to any part of Sullivan Square without permission from BCRC.
12. ___ *Equipment.* All equipment used in conjunction with the activity must be free standing. Anchoring is not permitted.
13. ___ *Grass/Turf Spaces.* To protect underground water systems and the condition of the lawn, locates must be conducted prior to any driving stakes for tents. The placement of equipment in lawn areas needs to be approved in writing prior to the event by BCRC.
14. ___ *Hours.* Due to the location of the facility and the importance of maintaining positive relationships with our neighbors, all private activities at Sullivan Square may not begin until 8:00 a.m. and must end by 10:00 p.m. Sunday - Thursday and 11:00 P.M. Friday and Saturday. Extensions of operating hours may be granted at the discretion of BCRC if requested in advance.
15. ___ *Food and drink restrictions.* BCRC reserves the right to prohibit outside food/drink on Sullivan Square during specified events that have provided concessions. Renter's rules with respect to prohibiting food and drink need to be approved in advance in writing. Grills need a drip pan to prevent from grease stains.
16. ___ *Chaperons.* Renter agrees to provide a minimum of one adult chaperone for every twenty (20) minors. Chaperons must be parents of minors present or adults 21 years of age or over. Chaperones must always be present.
17. ___ *Trash.* Renter is responsible for the collecting and bagging of all paper, trash, and debris resulting from their use of Sullivan Square. Renter needs to place appropriate trash liners in each trash can after cleaning up. Trash bags are provided. If such cleanup is not completed immediately following the event, BCRC reserves the right to remove all such items and to charge a fee of \$40 per hour of cleanup, which may be collected from the deposit or otherwise collected from Renter.
18. ___ *Control not exclusive.* Renter shall permit access to the premises without charge to any law enforcement officer or any employee or agent of the BCRC or the City of Baldwin City.

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Rules and Regulations Continued:

19. ____ *Tents*. BCRC and the City will allow the use of staked tents for set up on Sullivan Square. Locates for underground utilities must be contacted prior to tent installation.
20. ____ *Hold Harmless*. No liability, either express or implied, will be incurred by BCRC, its agents, servants, and employees, including but not limited to the City, arising out of the use of the premises by Renter, its agents, servants, employees, assigns, successors, invitees, and licensees, during the date and time specified in this agreement. Renter agrees to indemnify and hold harmless the City, its agents, servants, employees, assigns, successors, invitees, and licensees, from and against any and all liability for damages arising from injuries to persons or damage to property occasioned by any negligent or intentional act or omission of Renter, its agents, servants, or employees, including any and all expense, legal or otherwise, which may be incurred by BCRC or its agents, servants, employees, assigns, successors, invitees, and licensees, in defense of any claim, action or suit, irrespective of any claim that an act, omission or negligence of BCRC or its agents, servants or employees contributed to such injury or damage.
21. ____ *Agreement*. Renter, its agents, servants, employees, assigns, successors, invitees, and licensees at all times agree to fully abide by this agreement and all applicable city ordinances and state and federal laws.

Description of Event:

Please be specific on your event description and include times of your activities.

Signature of Renter: _____

Date: _____

Signature of BCRC Representative: _____

Date: _____

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Sullivan Square Sidewalk & Street Closure Information– City of Baldwin City

1. **Attendance:** Total anticipated attendance: Persons _____ Vehicles _____

2. **Barricades:** Does your event require street closure? ____NO ____YES

3. **Trash:** How will trash be managed? ____ Provide own trash receptacles
____ Request City Services (*show location(s) on map*)

4. **Electrical:** Will your event require electricity? ____NO ____YES

5. **Restrooms:** Number of Portable Restrooms _____(*show location(s) on map*)

Company to place/remove _____

Company contact info _____

6. **Structures:** Are temporary buildings, site improvements or alterations, grills, tents, canopies, inflatable structures, or live music proposed with this request? ____ YES ____ NO

(if yes, show location(s) on map) and name of tent company

If yes, please describe:

7. **Signs:** Are signs or attention attracting devices proposed with this event? ____ YES ____ NO

(if yes, show location(s) on map)

8. **Publicizing Event:** Will the proposed event be advertised to the public? ____ YES ____ NO

____ Flyers ____ Newspaper ____ Radio ____ Website Please attach a copy.