



THIS CONTRACT FOR RENTAL IS A BINDING AGREEMENT BETWEEN MISSOURI STATE PARKS, LAKE OF THE OZARKS STATE PARK, PIN OAK LODGE AND:

RENTER INFORMATION - PLEASE PRINT

NAME		
ADDRESS		
CITY	STATE	ZIP
EMAIL ADDRESS		
HOME PHONE NUMBER	CELL PHONE NUMBER	OFFICE PHONE NUMBER
DRIVER'S LICENSE NUMBER		DRIVER'S LICENSE STATE

RENTAL INFORMATION

RENTER WILL RENT		
FOR THE DATE OF	TIME FROM	TIME TO

Rental includes the use of Pin Oak Lodge for the event not to exceed seating for 130 (maximum capacity) set-up and tear-down of event and clean-up. Trash removal is Renter's responsibility.

RENTAL FEE

- The rental fee is due now and must be paid by a valid credit card (MasterCard, Visa, Discover) in order to reserve/confirm the reservation.
- A damage deposit of two hundred and fifty dollars (\$250.00) and an additional cleaning fee must be paid in full 120 days before the event or the rental fee is forfeited and the event cancelled.
- If event is cancelled, damage deposit and cleaning deposit may be returned.

RENTAL FEE DUE NOW	\$
ADDITIONAL FEES DUE (\$250.00 DAMAGE DEPOSIT)	\$
CLEANING FEE	\$
TOTAL FEES	\$

CANCELLATIONS

- Within 60 days of event – No Refund
- 61 – 120 days before event – 25% refund of total fees paid
- 121 days or more before event – 50% refund of total fees paid
- If reservation is cancelled within 30 days of making the reservation, deposit is refunded in full less a \$100.00 processing fee.
- Cancellations must be received in writing.



RENTER INFORMATION - PLEASE PRINT

- a. Missouri State Parks, Lake of the Ozarks State Park and Pin Oak Lodge will not assume any responsibility for damage to or loss of any personal articles, merchandise or any item(s) rented from outside sources left on its premises prior to, during, or following the function.
- b. In the event that the proposed use of the lodge matches any of the activities requiring approval by the division director as listed in policy PO8, a public assembly and event permit application and insurance may be required (see attached list).
- c. *All setup and/or cleanup must be completed and guests departed no later than the scheduled time of departure. There will be no exceptions.*
- Should the renter violate this policy an additional fee of \$100 will be charged and trespass tickets may be issued to all guests remaining on the premises.
 - Vehicles left on premises after hours will be towed at the owner's expense.
 - The affixing of decorations to the building must be pre-approved by the park staff.
 - Tape, staples, nails or any type of securing device that causes damage to the structure are not allowed to affix decorations. Zip ties, rope or twine are recommended but must be removed after use.
 - No sidewalk chalk is allowed.
 - All signs to be put into the ground must be pre-approved by park staff.
- d. Cleanup is the Renter's responsibility. Trash and decorations must be disposed of inside and outside (including grounds and parking lot) of the Lodge.
- The Renter is responsible for cleaning off tables, benches and counters, as well as sweeping the floor and bagging all trash.
 - Trash must be bagged and placed in provided dumpster.
 - All decorations and signs must be removed from the walls.
 - A cleanup fee of \$20 per hour per staff member will be charged for all cleanup performed by park staff.
- e. Grounds use:
- Any structure (tents, awnings, etc.) erected on the grounds requires park superintendent approval.
 - Tents erected that are 20' x 20' or greater require a special event permit.
 - Vehicles are not allowed to park on the grass for loading or unloading purposes or for any other reason.
 - Missouri State Parks, Lake of the Ozarks State Park, Pin Oak Lodge cannot guarantee adequate parking will be available for your event. Discuss parking arrangements with facility manager before the event.
- f. Deliveries: Delivery of items from outside companies for the event such as tents, port-a-potties, wash stations, tables and chairs, etc., must be scheduled with the park staff and can only occur on the days the Lodge is reserved by the Renter unless otherwise approved by the facility manager.
- Pick-up of items must occur the day of event as other events are often scheduled for the next day. It is the renter's responsibility to ensure this occurs.
 - It is the Renter's responsibility to ensure all outside companies are aware of and follow Lodge rules.
- g. Special Arrangements: The Renter shall make arrangements or provide all personnel, food, drinks, tableware and extra furniture, linens and cleaning supplies as needed. Indoor tables and chairs (if applicable) provided by the facility are not to be taken outside. Outdoor tables provided by the facility (if applicable) must be moved back to their original location after the event.
- Personnel for setting up, taking down and storage of out-of-house rental equipment shall be provided by the Renter. At no time will vehicles or trailers, be allowed to drive or park on the grass. The Renter and the caterer shall have access to Missouri State Parks, Lake of the Ozark State Park, Pin Oak Lodge at _____ the day of the event, unless previously approved in writing by the facility manager.
 - Not all facilities are accessible for loading/unloading purposes. If you have special requirements that make it necessary to have vehicle access, you must inquire with the facility manager when making your reservation.
- h. Entertainment: Live bands, DJ's, and other forms of broadcasting over a public address system must have prior approval from the park superintendent.
- It is the Renter's responsibility to ensure all entertainers are aware of and follow Lodge rules. Check with the facility manager concerning this clause.
- i. Photography: Missouri State Parks, Lake of the Ozarks State Park, Pin Oak Lodge reserves the right to photograph, digital or video (excluding any audio) meetings/reunions/wedding reception and rehearsal and said photographs shall become its exclusive property. Renter agrees that Missouri State Parks, Lake of the Ozarks State Park, Pin Oak Lodge and its designees shall have the right to edit, publish and use the photograph in any way and in any media for trade, advertising, promotional, and/or other purposes at Missouri State Parks, Lake of the Ozarks State Park, Pin Oak Lodge and may determine in its sole discretion without further consideration to renter.
- j. Fireworks, including sparklers, as well as sky lanterns are prohibited by law.
- k. The throwing or dispersing of rice, confetti and bird seed is prohibited. Bubbles are suggested as an alternative.
- l. Park staff reserve the right to inspect the building and grounds at any time.
- m. Animals are not allowed, except those used as guide/service animals.



ALCOHOL CONSUMPTION AND TOBACCO USE

The Renter assumes all responsibility for any situation involving their guests or attendees at the event.

- a. If alcohol is served at the event, the Renter assumes all responsibility for the actions of their guests or attendees. The Renter agrees that all measures necessary will be taken to insure that alcohol will not be served to anyone under age. The Renter agrees to remove any person that is deemed to be a nuisance or problem from the premises, and if the renter does not remove such person(s) the management of the facility reserves the right to call the authorities (law enforcement) and have said person(s) removed from the premises.
- b. All guests attending the event can be subject to a DUI checkpoint before departing the premises.
- c. Missouri State Parks, Lake of the Ozarks State Park and Pin Oak Lodge cannot be held responsible or liable by any party for any situation resulting from the serving or consumption of alcohol at any event.

SMOKING IS PROHIBITED IN ALL PARK BUILDINGS

The Renter is responsible to ensure that attendees exit the building to smoke. There will be a Two Hundred Dollar (\$200.00) charge for violations as well as the per hour, per staff charge for cigarette butt clean-up.

LIABILITIES

In consideration of their use of Missouri State Park facilities at Lake of the Ozarks State Park for a special event, for itself, its successors or assigns, or its heirs, executors and administrators, the tenant releases and forever discharges Missouri State Parks and Lake of the Ozarks State, their successors and assigns, and all of their managers, officers, employees and agent and their heirs, executors and administrators, from any and all manner of claims, demands, damages, causes of action, suits or liability, known or unknown, fixed or contingent, on account of injury or loss to the tenant, their guests or attendees and agrees to indemnify the Missouri Department of Natural Resources, Missouri State Parks, from any and all claims, demands, damages, debts, liabilities, obligating costs expenses, liens, attorney fees, actions, claims for relief and cause of actions, whether or not litigation is commenced arising from tenants use of Missouri State Parks, Lake of the Ozarks State Park.

IF ALL OF THE TERMS OF THIS CONTRACT ARE UNDERSTOOD AND ACCEPTED, THE FOLLOWING IS SIGNED BY

RESPONSIBLE PARTY SIGNATURE (RENTER)	DATE
RESPONSIBLE PARTY SIGNATURE (RENTER)	DATE
FACILITY MANAGER SIGNATURE	DATE