



West Riverside Community Park Rental Agreement

Renter name: _____ Phone: _____

Renters mailing address: _____

Email: _____ Event type: _____

Date(s) of rental: _____ Start time: _____ End time: _____

All Day _____

Rental area(s): Barn and outside pavilion _____ Barn only _____ Pavilion only _____

Estimated number of attendees: _____

Will alcohol be provided or present: Yes _____ No _____

Fees and Payment

To secure your event date, submit this rental agreement along with your security deposit. Dates will not be reserved until the deposit and completed rental agreement have been received.

Deposit amount **per day**, per rental type:

Barn and outdoor facility - \$150

Deposits are fully refundable following inspection of the rented areas and finding no damages or incomplete cleaning tasks.

Rental fees:

Barn and outdoor facility - \$40 per hour, three hour minimum. \$400 per day for rentals of the barn

Outdoor facility only - \$15 per hour, three hour minimum

The rental fee is due no later than 30 days in advance of the rental date.

Make checks payable to "Missoula County Parks, Trails and Open Lands." This agreement, security deposits, rental payments, and any required liability insurance can be mailed to:

Missoula County Parks, Trails and Open Lands

200 W. Broadway

Missoula, MT, 59802

Cancellations must be received within 30 days of the reservation date or deposits will be forfeited.

Rental Terms

- 1) A full checklist of cleaning responsibilities to ensure return of the security deposit will be provided at the facility and include:

- A. All trash removed from the facilities and grounds and placed in site dumpster.
 - B. Kitchen cleaned and equipment put away.
 - C. Tables, chairs and other equipment cleaned and put away.
 - D. All floors swept and cleaned.
 - E. All restrooms cleaned.
- 2) The signatory of this agreement agrees to be liable for any lost, broken, or stolen property during the period of this Rental Agreement and agrees to pay for any costs to repair or restore the facility or grounds that exceed the security deposit. Signatory understands that they are solely responsible for any and all repair costs or expenses.
 - 3) Cooking is to be done only in the kitchen or outside area. If you need to use the stove, please notify the facility caretaker in advance to light the pilot ignition at: 406-241-7595.
 - 4) Smoking indoors and candles with live flames are prohibited.
 - 5) Alcohol: All events where alcoholic beverages are either provided or present will need to obtain event insurance, naming "Missoula County Parks, Trails and Open Lands" as an additionally insured party. Event insurance can typically be obtained at a nominal rate through a personal auto or home policy. A copy of the event policy must be provided to Missoula County Parks, Trails and Open Lands no later than 30 days in advance of the event date.
 - 6) Missoula County Parks, Trails and Open Lands assumes no liability for the usage of the facilities. It is the responsibility of each group or individual to provide the insurance coverage they deem necessary.

The signer of this agreement assumes responsibility for all attendees of their event and agrees to adhere to the terms of this agreement.

Signature _____
Date

Printed name

Date Deposit Paid _____ Check # _____
Date Rental Paid _____ Check # _____

Missoula County Parks, Trails & Open Lands, Dede: 406-258-3459, countyparks@missoulacounty.us
Available Tuesday-Thursday, 9 am to 4 pm.

Facility Caretaker, Tana Cooley: 406-241-7595

PENDING APPROVAL OF DEPOSIT REFUND, THE DEPOSIT WILL BE RETURNED TO THE INDIVIDUAL OR ENTITY LISTED AS "RENTER" ON PAGE ONE AND WHO IS THE PARTY SIGNING THIS CONTRACT