

# NEOSHO RIVERWALK AMPHITHEATER



205 Union, Council Grove, KS 66846 | 620.767.5417

<b>Neosho Riverwalk Amphitheater Resident/Private</b>	<b>Neosho Riverwalk Park &amp; Amphitheater Non-Resident/For Profit</b>
<input type="checkbox"/> <b>Full Day</b> 8am - 11pm      \$375 <i>Weddings, Concerts, Other Events</i>	<input type="checkbox"/> <b>Full Day</b> 8am - 11pm      \$750 <i>Concerts and Other Events</i>
<input type="checkbox"/> <b>Half Day</b> 4 hours      \$200 <i>Family Reunions, Birthday/Parties</i>	<input type="checkbox"/> <b>Two Day</b> 8am - 11pm each day      \$1400
<input type="checkbox"/> <b>Set up Time Prior to Event</b> \$75 <i>Not to exceed four hours</i>	<input type="checkbox"/> <b>Set up Time prior to the event</b> \$150 <i>Not to exceed four hours</i>

*\*Ask about our Nonprofit/Civic Group rates.*

*Security Deposit is Equal to the Rental Cost (see details below in contract)*

## OPTIONAL ADD-ONS

- Porta Potties** \_\_\_\_\_ x \$75 = \_\_\_\_\_  
(three are included)
- Trash Poly Carts** \_\_\_\_\_ x \$25 = \_\_\_\_\_
- Fencing** \$500
- Backdrop Screen for Stage** \$500  
(size 20x40")

## For Profit Events - Required ADD-ONS

- Porta Potties** \_\_\_\_\_ x \$75 = \_\_\_\_\_  
(three are included)
- Trash Poly Carts** \_\_\_\_\_ x \$25 = \_\_\_\_\_
- Fencing** \$500
- Backdrop Screen for Stage** \$500  
(size 20x40")
- Security**  
(Events over 2000)
- Event Insurance**

CONTACT INFORMATION

**Name of Renter:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

EVENT INFORMATION

**Event Date:** \_\_\_\_\_ **Event Times:** \_\_\_\_\_

**Short Description of Event** \_\_\_\_\_

---

---

---

**Approx Number Attending:** \_\_\_\_\_

**Rental Rates**

- Security Deposit - A refundable security deposit equalling your rental fee is required. This security deposit will be refunded within 2 weeks following the rental date if no damage to rental property was incurred.
- Property damage exceeding the cost of your security deposit will be billed to the renter.
- Payment in full for the amphitheater/garden office rental must be received at least two weeks prior to the rental date; failure to do so may result in loss of rental.
- Cancellations made within 30 days prior to rental date will result in loss of deposit. Cancellations made prior to the 30 day deadline will receive a 50% refund of the deposit. All changes to contract for rental dates, times, or cancellations must be made in writing. In the event of inclement weather, you may reschedule your event within 90 days.

**Reservations**

- The reservation "season" for the Pavilion is March through October.

- Reservations must be made no later than two weeks in advance.
- Events will not be scheduled until down payment is received. All reservations are subject to approval by the City of Council Grove and are subject to change.
- Events must be scheduled between the hours of 7:00am and 11:00pm.
- Reservation requests must include the hours necessary for decorating, caterer's needs, and clean-up.
- Capacity of 1100 people.

### **Setup/Clean-Up**

- Renters are responsible for setting up extra tables, chairs, sound equipment, stage lighting, etc. Electrical outlets are available by the stage.
- The reservation request must include the time necessary for set-up.
- Tools for decorating/setup are not provided.
- No kitchen facilities are available.
- Customers are responsible for placing trash in containers and removing all materials not originally found in the space from the site by the end of the rental period.

### **Power Availability**

- 200 amp service by stage
- Other outlets through the park (refer to map)
- No shore powers for busses/trucks

### **Stage, Sound & Lighting**

No sound and/or lighting equipment is available. Renters must provide all of their own equipment. All equipment, articles, and caterer's supplies must be removed by the end of the event. Clients will be charged when staff must wait for pickup of vendor or caterer supplies.

#### **Suggested companies to contract with for sound/lighting**

- Altissimo Music Productions [altmusicpro.com](http://altmusicpro.com)
- Parr Sound & Lighting - 620-792-2011

### **Transportation**

- Trail Trolley To book the trolley contact the Council Grove/Morris County Chamber of Commerce
  - [www.councilgrove.com/trail-trolley](http://www.councilgrove.com/trail-trolley)

### **Lodging**

- Council Grove and Morris County have several places to stay.
  - [www.councilgrove.com/lodging](http://www.councilgrove.com/lodging)

### **Food/Beverage**

- Clients must comply with specific requirements in the event alcoholic beverages are to be served. An Alcohol Use Agreement and proper fee must be submitted in order to serve alcoholic beverages. We can provide you with the proper forms on request.
- Alcoholic beverages are NOT PERMITTED outside the park area.

### **Event Supervisor**

The City of Council Grove will provide at least one supervisor for your event. The supervisor contact information will be given to you and can be reached if questions or problems arise during your event. Event Supervisors are to be given access to ALL rental areas during the event, and must also be able to park their vehicle(s) near the Pavilion.

- The Facility Supervisor has the authority to prohibit inappropriate activities and enforce all rules. The Council Grove Police Department (CGPD) will be called, if necessary. CGPD will also be called if the event exceeds occupancy capacity.

## **OTHER**

- Events that wish to block parking and/or entrance(s) to the park **MUST** make arrangements at least six weeks prior to the rental date. Additional fees and/or applications may be necessary. We cannot guarantee that renters will be able to block parking and/or park entrances.
- Soliciting or distributing pamphlets must be approved ahead of time.
- If the event is a fundraiser for a non-profit organization, additional applications may be required.
- All sales of merchandise must be pre-approved and have appropriate permits.
- No open flames allowed.
- Any decorations such as crepe paper, hay bales, or greenery must be fire retardant.
- Throwing of rice, confetti, birdseed, etc. is **NOT PERMITTED**. Extra cleaning fees will apply if these items are dispensed at an event.
- Council Grove City Ordinance prohibits smoking inside the park, within 20 feet of the entrances, or on the Stage.
- Renters are expected to abide by City of Council Grove noise ordinances. Violations may result in police intervention.
- Clients will be billed when events run longer than the scheduled reservation time. Also, refunds will not be granted for events that end earlier than requested.
- The City of Council Grove may photograph, film or videotape visitors for standard educational, promotional, and news-related purposes.
- Events over 2000 may be subject to share a percentage of ticket sales.