



**Veterans Park on Valleydale Rental Agreement**  
(As of 5-29-13)

**EVENT DETAILS**

Name of event \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Rental time: \_\_\_\_ 8:00 am – Noon \_\_\_\_ 1:00 – 5:00 pm \_\_\_\_ 8:00 am – 5:00 pm

Description of event:

\_\_\_\_ 5K Walk/Run \_\_\_\_ Cross Country Meet

\_\_\_\_ Other – Describe: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Pavilion: \_\_\_\_ Modern \_\_\_\_ Barn

Will there be attendees under the age of 19? YES NO

Will items be sold at the event? YES NO

List items to be sold: \_\_\_\_\_

Will there be food vendors? YES NO (Food Trucks must be approved by Revenue Dept.)

List food vendors: \_\_\_\_\_

**EVENT ORGANIZER**

Event contact name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Email address \_\_\_\_\_

Business phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

\*You must be a Hoover or Shelby County resident and at least twenty-one (21) years of age or older to rent a facility at Veterans Park on Valleydale. Please provide resident name, address and telephone number. Event contact may be different from resident listed.

Resident name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

## EVENT FEES & REQUIREMENTS

- Course/Park Rental - \$250 (four-hours)
  - Course/Park Rental - \$500 (eight-hours)
  - Pavilion Rental - \$80/each or \$150/both (optional)
  - \*One (1) Police Officer - \$35/hour (minimum four-hours)
  - \*Two (2) Fire-Medics - \$35/hour each (minimum four-hours)
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\$250 non-refundable deposit, applied towards rental fees  
\*\*\$250 refundable cleaning/damage deposit  
Insurance Certificate  
Participant Waiver  
Veterans Park Rules & Regulations

\*Depending on projected event attendance and the nature of the event, the City reserves the right to require additional City personnel on-site during the event for public health and safety reasons.

\*\*Following the event, an inspection will be conducted to determine if all rules have been adhered to and that the facility is properly cleaned with no damages. If so, cleaning/damage deposit will be returned.

## EVENT REQUEST PROCEDURES

- The following must be submitted with the Veterans Park Rental Agreement:
  - \$250 non-refundable deposit
  - Insurance certificate
  - Participant waiver
  - Veterans Park Rules & Regulations
- Make checks payable: City of Hoover
- Balance of rental & staffing fees due seven (7) days prior to event date.
- \$250 refundable cleaning/damage deposit due seven (7) days prior to event date.

## NOTES

- Renter is granted exclusive use only of the specific area reserved, for the designated time. Restrooms, drinking fountains, playgrounds, parking lots, ponds and other areas of Veterans Park on Valleydale will remain open to the public throughout event.
- Park closes at dusk.

## INSURANCE

Organization must provide adequate insurance for event and list City of Hoover as an additional insured. Proof of insurance must be provided when submitting the event request form. The following is a summary of City of Hoover minimum insurance requirements for necessary event coverage:

Commercial General Liability	\$300,000
Commercial Automobile Liability	\$300,000 CSL

(if no vehicles are owned, then CGL should include coverage for non-owned & hired)

Worker's Compensation	Statutory
Worker's Comp Coverage B (Employer's Liability)	\$100,000
(if no worker's compensation coverage, then a release should be provided)	
Umbrella	(if available, show limits)

Events involving unique exposures such as water (fishing, boating, swimming, etc.), participant driving activities (test driving, driving an obstacle course, test & tune, etc.), pyrotechnics, or other unusual exposures require higher limits.

**\*Insurance certificates must be submitted with Rental Request.**

**PARTICIPANT WAIVER**

If an event involves an athletic activity such as walking, jogging, running, etc., or requires a participant to pay a fee such as an entry fee, ticket fee, etc., the event organization must provide to the City copies of signed waiver forms for each participant which include the City of Hoover and Parks and Recreation Department. Waiver forms may be organized to allow multiple signatures per page.

**\*Participant Waiver must be submitted with Rental Request.**

**Please return this entire Form via mail along with your \$250 Non-Refundable deposit, Insurance Certificate and Participant Waiver to the Events Coordinator Assistant:**

**Stephanie Britt  
Events Coordinator Assistant  
Hoover City Hall  
100 Municipal Lane  
Hoover, AL 35216**

**Questions? Contact Stephanie via email at [britts@ci.hoover.al.us](mailto:britts@ci.hoover.al.us) or call at 205-444-7792.**

***By my signature hereon, I declare that I:***

- agree to ensure that Chapter 11.5 of the *Municipal Code of the City of Hoover* and Hoover Parks and Recreation Rules and Regulations relative to the event herein requested will be adhered to by myself, my guests and/or my organization;
- understand that the failure to follow Chapter 11.5 and Hoover Parks and Recreation Rules and Regulations at the event herein requested may result in forfeiture of the security deposit given, cancellation of the event and/or loss of future reservation privileges of Hoover public facilities; and
- certify that all parts of this application have been read and understood and that all information submitted thereon is true and correct.

**Applicant's printed name:** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Veterans Park on Valleydale Rules & Regulations

1. Only Hoover or Shelby County residents twenty-one (21) years of age or older may rent any facility at Veterans Park on Valleydale.
2. Applicants must submit a completed rental agreement form and security deposit at least thirty (30) days prior to the event date.
3. The Hoover or Shelby County resident applying for the rental must be listed as the event contact on the rental agreement form and must remain in attendance for the entire function or event.
4. For facilities rented for use by or on behalf of an organization, the organization must also be identified on the rental agreement form.
5. All rental fees must be received at least seven (7) days prior to the event. Failure to pay all rental fees and deposits as required will result in cancellation of the facility reservation.
6. Fees will be refunded only if notice of cancellation, in writing, is provided at least four (4) business days prior to the event. Expenses already incurred by the City may be deducted from the amount refunded.
7. Only one reservation is allowed at a time.
8. No farm animals, petting zoo or animal exhibitions are allowed at Veterans Park on Valleydale.
9. All events involving persons nineteen (19) years of age or younger are required to have adequate adult supervision on-site throughout the event.
10. No vehicles shall be parked in any areas except those designated for parking and only during hours the facility is open.
11. Alcoholic beverages are not permitted in any facility, including but not limited to, parking lots, picnic areas, and gazebos.
12. All activities taking place at Veterans Park on Valleydale facilities shall be done in accordance with ordinances regulating noise, including, but not limited to, Article VII, §11-153 of the Hoover Municipal Code.
13. The individual and/or organization renting facilities shall be responsible for set-up and clean-up. No furniture or equipment may be moved or taken out of its designated area. All garbage must be bagged and taken to trash receptacles at the conclusion of the event and periodically throughout the event, as necessary.

14. No decorations, banners, streamers, etc. are allowed on walls, windows, fences or support structures. Balloons are permitted inside the pavilions, but must be removed at the conclusion of the event.
15. No open flames are permitted inside the pavilions. (Small candles on birthday cakes are allowed, but must be promptly extinguished and properly disposed of.) Grills are permitted outside of the pavilion structures, but must have the capability to be covered. No bon fires are allowed anywhere in Hoover Parks and Recreation facilities.
16. Pets are allowed in the park and in the pavilions. No pets are allowed on the volleyball courts. All pets must be cleaned up after and must remain on a leash at all times.
17. All Hoover Parks and Recreation facilities close at 10 PM. The rented facility and immediately surrounding areas must be thoroughly cleaned upon completion of the function or event. Failure to clean the area and place all garbage in the available receptacles may result in forfeiture of the deposit, and the responsible individual and/or organization may be ineligible to rent facilities in the future.
18. After each function, Park personnel will inspect the facility or area rented to determine if all rules have been followed and the facility has been adequately cleaned. If not, the security deposit may be forfeited and future rental privileges may be denied.
19. The City of Hoover reserves the right to amend these rules at any time and the right to cancel an event or void an event request.

Veterans Park on Valleydale is a city and county facility and reasonable concessions must be taken into account when reserving any of its facilities for specific groups or purposes. The renter is granted exclusive use only of the specific area reserved, for the designated time. Restrooms, drinking fountains, playgrounds, parking lots, and ponds remain open for public use at all times the park is open. Veterans Park on Valleydale in its entirety will be closed to the public only for functions or events organized or sponsored by the City of Hoover, Hoover Parks and Recreation, and/or Shelby County.

Your signature indicates agreement with Hoover Parks and Recreation Rules and Regulations and the provisions of the Veterans Park on Valleydale Rental Agreement, as well as your acceptance of responsibility for all damage. Failure to abide by those rules may result in disqualification from future use of facilities.

**Applicant's printed name:** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CITY OF HOOVER USE ONLY**

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**Departmental approval:**

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

**SUMMARY OF RENTAL & STAFFING FEES**

<b>Fees &amp; Rentals</b>	<b>Cost/Item</b>	<b>Hours</b>	<b>Quantity</b>	<b>TOTAL</b>
Veterans Park Course	\$250.00	4		
Veterans Park Course	\$500.00	8		
Barn Pavilion	\$80.00	4		
Modern Pavilion	\$80.00	4		
Both Pavilions	\$150.00	4		
Barn Pavilion	\$150.00	8		
Modern Pavilion	\$150.00	8		
Both Pavilions	\$290.00	8		
Police Officer	\$35.00			
Fire-Medic	\$35.00			
Public Works Employee	\$25.00			
<b>GRAND TOTAL</b>				

**Event checklist:**

\_\_\_\_\_ \$250 Non- Ref. Deposit (Date to Rev. \_\_\_\_\_)

\_\_\_\_\_ \$\_\_\_\_\_ Balance of Rental Fee (Date to Rev. \_\_\_\_\_)

\_\_\_\_\_ \$250 Cleaning/Damage Deposit (Date Ret. \_\_\_\_\_)

\_\_\_\_\_ Vet. Park Rules & Reg. Form

\_\_\_\_\_ Insurance Certificate

\_\_\_\_\_ Participant Waiver

\_\_\_\_\_ Facility Inspection post-event

\_\_\_\_\_ Staff assignments & details

**Event notes:**