

Memorial Park Amphitheater Reservations

This facility includes a 40' diameter round stage with 20-amp electricity and vehicle/handicap accessibility. The sloped, grassy viewing area provides room for 300-400 people to be seated in lawn chairs or on blankets. An optional back stage room is available for groups that might need extra storage or a changing area. The adjacent shelter has 12 picnic tables, a grill, and water. Modern restrooms are located nearby.

Available Hours: 6:00 a.m. – 11:00 p.m.

Available Dates: April 15 – October 15

Advance Reservations: up to one year

Fees	Res	Non-Res
Rental Fee (4 hour minimum)	\$15/hour	\$18/hour
Charging admission or taking free will donations	\$25/day	
Selling concessions or merchandise	\$25/day	
Use of back stage room	\$25/day	

Rental Deposit: \$100

The rental deposit is non-refundable if the reservation is cancelled less than 30 days prior to the reserved date. All or part of the rental deposit may be used to pay for any damages caused during the rental. The amount of the rental deposit in no way limits the monetary amount of damages for which the renter may be responsible.

Deposit Returns: Deposits paid by credit or debit card will be credited back to the customer's original debit or credit card account. When deposits were paid by check or cash, return will be made via check which requires 2-3 weeks to process.

Payment Due: All rental deposits and fees are due at the time the reservation is made.

Forms of Payment: American Express, Discover, MasterCard, Visa, check, or cash.

Refunds/Cancellations: Refunds will only be given if there is inclement weather at the time the event is to take place, or if reservation is canceled 30 days or more before the reservation date. Any other refund requests will need approval from the Parks & Recreation Commission.

Amphitheater Reservation Use Insurance Requirement

Organizations: Must provide a certificate of insurance showing that their organization has insurance.

Families/Individuals: Must provide a copy of the front page of their homeowner's insurance showing that they have insurance coverage. **NOTE:** Organizations, families & individuals should contact their insurance carrier to make sure that their event at the amphitheater is covered.

Those with No Insurance: Will need to get insurance coverage for their event and provide a copy of the event insurance coverage certificate

Terms of Use: Memorial Park Amphitheater

Permit # _____

Initial individual items, then sign and date. Return to Indianola Parks and Recreation, 2204 W. 2nd Ave, Indianola, IA 50125 or email to parkrec@cityofindianola.com

Smoking Prohibited

_____ Renter agrees to prohibit tobacco use and smoking, including e-cigarettes, at their event. The Iowa Smoke Free Air Act prohibits smoking in public spaces, including parking lots.

Alcohol Prohibited

_____ Renter understands that alcohol is prohibited.

Stage Access

_____ Renter agrees that vehicle access is simply a convenience for loading/unloading. Vehicles of any kind are never allowed on the stage itself, due to possibility of damage.

_____ Renter agrees to keep the access road/drive clear for emergency vehicle access. Parking along the access road or outside of parking lots is prohibited.

Amplified Performances

_____ Renter agrees to obtain a city noise permit from the Indianola Police Department, and to provide a copy of the permit to the Parks & Recreation department prior to the event.

_____ Renter agrees to keep sound levels reasonable; your event should not be disruptive to the surrounding neighborhood.

_____ Renter agrees that any music at the event shall be free from suggestive, vulgar or profane language or connotations.

Concessions

_____ Renter is advised that any food offered for sale is subject to state health regulations and could be inspected at any time. Food vendors should hold a State Permit. If food or drink is not pre-packaged, it must be prepared in a state approved kitchen and served to meet state health regulations. Sale of homemade food is prohibited.

Signage/Banners

_____ Renter must request prior approval from the Parks and Recreation department for any event signs or banners that will be posted at the facility.

Insurance Requirement

_____ Renter agrees to provide proof of insurance to the Parks and Recreation department.

- Organizations must provide a certificate of insurance for the organization. *
- Families/Individuals must provide a copy of the front page of their homeowner's insurance showing that they have insurance coverage. *
- Those with no insurance will need to get insurance coverage for their event and provide a copy of the event insurance coverage certificate

* Contact your insurance carrier to make sure your event at the amphitheater is covered.

Deposit Return

_____ Renter understands that the rental deposit is forfeited if the reservation is cancelled less than 30 days prior to the event.

Failure to complete the above may result in the loss of part or all of your deposit depending upon the condition in which you leave the building; however, the amount of the rental deposit in no way limits the monetary amount of damages for which you may be responsible.

_____ Renter agrees that the City's determination as to the assessment of damages caused by Renter's use of premises shall be final.

_____ Renter authorizes the City to deduct the amount of assessed damages from the damage deposit.

_____ Renter agrees that in the event the assessed damages exceed the damage deposit, they shall be personally responsible for such excess damages.

Waiver of Liability

Renter shall indemnify, save and hold harmless the Indianola Activity Center and City of Indianola, Iowa, and all their officers, agents, and employees, from and against any and all claims, liability, expense, demands, actions or causes of action of whatever nature or character including attorney fees and expenses of litigation, for loss, damage or injury to any person or property of participants, guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of the Indianola Activity Center by the undersigned renter or persons on whose behalf I am acting.

Renter's Signature

Your signature affixed hereto attests that you have received and read these Terms of Use and agree to comply with all the conditions and requirements noted therein.

Renter/Responsible Party (Print)

Date

Signature

OFFICE USE ONLY:

Noise Permit Required

Noise Permit Received

Date/Staff Initials

Insurance Permit Received

Date/Staff Initials