

Reservations

The facility may be reserved after January 2 of the given year on a first-come, first serve, space available basis.

RESERVATIONS MUST BE MADE AT LEAST FIVE DAYS IN ADVANCE.

Rental Season: Third Friday in April - Fourth Monday in October

• **Reservation Hours:** Half day 8:00am-2:00pm or 3:00pm-9:00pm; Full day 8:00am-9:00pm. No reservations will be accepted that conflict with City of Merriam, Kansas (City) sponsored events. (Park closes at dusk)

• **Reservation Fees:** All fees are due at the time of rental application.

• **Reservations must be made by persons at least 21 years of age.** Permits may not be transferred. Communication and requests will be made only with the permit holder. The permit holder must be present during the rental activity and agrees to be responsible for compliance with all rules and regulations.

• **Cancellation/Refund Policy:** The permit holder will receive a full fee refund less a \$10 processing fee for cancellations made at least 30 days prior to the rental date. The permit holder shall forfeit all fees for cancellations made less than 30 days prior to the rental date. No refunds will be given for cancellations due to weather.

• **Liability:** The permit holder shall be responsible for any damages to the shelter or city property. The permit holder and rental group shall comply with all applicable city, county, state and federal laws and any specific park use regulations.



Parks & Recreation

Park Amenities

- Water fountain with dog basin (handicapped accessible)
- Playground equipment (Age group 5-12 year old)
- Portable toilet
- Open play area
- Paved walking path
- Parking for approx. 18



Playground at Brown Park

Shelter Amenities

- Lighted shelter
- 7 tables, seating for 56 people (One handicapped accessible)
 - 1 large charcoal grill
- Drinking fountain with waterspout
 - 3 trash receptacles
 - Two electrical outlets
- Limited adjacent parking

Updated April 2021



Parks & Recreation

Park Shelter Rental Reservations



**Brown Memorial Park
5040 Booker Drive**

**Chatlain Park
6300 Carter Avenue**

**For information call
913-322-5550**

Rental Rates

Availability

Half Day: 8:00am-2:00pm
3:00pm-9:00pm

Full Day: 8:00am-9:00pm

Resident Discount:

Half Day	-	\$ 50.00
Full Day	-	\$ 85.00

Non-Resident:

Half Day	-	\$ 60.00
Full Day	-	\$105.00

Commercial:

Half Day	-	\$ 95.00
Full Day	-	\$150.00

To qualify for Merriam resident rate, applicant must furnish proof of residency at the time of application.

Additional Fees

Special Event Permit Fee:

This is in addition to the rental fee - Applies to individuals or organizations who wish to sponsor community, corporate or private special events.

Resident \$100; Non-Resident \$125;
Commercial \$150



Playground at Chatlain Park

Special Event Requirements

Individuals or groups requesting use of the shelter for special events in a manner consistent with its normal use and beneficial to the general welfare of the public may make application within the following guidelines for consideration by the Director of Parks and Recreation.

“Special Event” means a temporary, short-term use of the shelter for events including, but not limited to the following types of activities:

1. Fundraising or non-commercial events for nonprofit, religious, educational, or community service organizations.
2. Commercial activities intended to sell, lease, rent or promote specific merchandise.
3. Public events intended primarily for entertainment or amusement such as concerts or festivals.

- Permits will be issued or denied by the City of Merriam, based upon an appraisal of the information provided and the impact to the facility, area, adjacent property owners and the City.

- Event activities must be in compliance with applicable city, county, state and federal laws, and facility regulations.

- The City of Merriam has the authority to cancel the Special Event Permit for any violations of permit requirements, city ordinances or applicable county, state or federal laws.

- The City of Merriam reserves the right to cancel any permit due to severe or potentially dangerous weather conditions.

- The sponsoring individual or agency shall obtain and continuously maintain comprehensive general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants in the special event throughout the term of the event in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage, with an aggregate limit of not less than \$1,000,000.

Said policy shall be issued by a company duly authorized to conduct business in the State of Kansas, and if mutual, shall be non-assessable. The form of the policy shall be acceptable to the City and the permit holder shall provide the City with a copy of the certificate of insurance naming the City of Merriam, Kansas, its officers, employees and agents as additional insureds at least 14 days prior to the event. Failure to provide such insurance coverage shall be grounds for the immediate termination of the event and permit.

**ALCOHOL IS NOT ALLOWED
IN OUR CITY PARKS!**

Rules and Regulations

1. The use of amplified sound is permitted in accordance with city ordinance. Written permission for such use must be requested from the Director at least 30 days in advance of the rental date.

2. The use of fireworks is prohibited.

3. No vehicles are permitted on the grass or sidewalks. The use of water balloons, egg toss games, and confetti is prohibited.

4. The building of fires shall be restricted to charcoal grills provided by the permit holder or his/her designee. Grills are prohibited underneath the shelter.

5. Permit holders are responsible for clean up including, but not limited to: disposal of trash to trash receptacles, removal of decorations caused by rental activities.

6. The posting of signs is prohibited except in accordance with the provisions of a “temporary sign” permit issued by the City.

7. Storage facilities are not provided for permit holder’s use.

8. Placement and arrangement of equipment or property owned or rented by permit holder is permitted by seeking approval as part of the rental agreement.

9. The City shall furnish utilities, picnic tables (7), grill and 3 trash receptacles as incidental to ordinary usage. Chairs are not furnished by the City. The permit holder shall seek approval and be responsible for all decorating and other special preparations necessary for rental. All decorations and equipment shall be put up and removed on the day of the rental activity in accordance with stated policy.

10. The use of tape, nails, screws, or staples are not permitted on light poles, walls or the pavilion structure.

11. The City is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require proof of Comprehensive General Liability insurance coverage.

12. Permit applicants should be aware that the shelter is located within a public park. Shelter rental does not guarantee the restricted use of green space, parking lot, portable toilet, or any other amenity at the park.

13. The Director or her designee has final authority as representative of the City to interpret compliance with these facility rules and regulations.

**The following items are not allowed:
Inflatables (Moonwalks, air slides, etc.),
climbing walls, gas powered or electric
generators, pony rides, petting zoos,
tents, portable stage.**