



PARK SHELTER RESERVATION REQUEST
For Private Events at Oacoma City Park
See reverse side for rules and regulations.

The Oacoma Park Shelters are available for use on a first come, first served basis unless a reservation has been made. Reservations can be made up to one year in advance. Maximum reservation period is three (3) consecutive days.

Completion of this form is required to make a reservation. A RESERVATION CARD will be provided to place in clips on the shelter on the date of your event as proof of your reservation. A reservation calendar is also posted at the shelter in an enclosed, weather-proof bulletin board.

Host (Responsible Party): _____
Address: _____
Telephone: _____ Email: _____
Estimated # attendees: _____ Is this a public event? [] Yes [] No
Are you a resident of Oacoma? [] Yes [] No
Reason for Reservation: [] Family Event [] Picnic [] Wedding [] Birthday Party [] Other
Date and Time Needed: _____
Use of Electricity? [] Yes [] No (If yes, a \$20 key deposit is required.)

There is no fee to reserve the Park Shelters. There is no security deposit. However, a \$20 key deposit is required if electricity is needed. Failure to return key within 5 days after reservation date will result in forfeiture of deposit.

Donations are accepted to help offset the cost of providing these shelters to the public. Please check this box if you would like to donate your deposit for park purposes:

Liability Insurance: The City does not require proof of liability insurance for your private event. However, you can often purchase a policy through your homeowner’s policy (at little or no cost). If you are serving alcohol, it is highly recommended that you have a liability insurance policy in place. **The City assumes NO RESPONSIBILITY for your event, or incidents arising out of your event.**

The responsible party must be present at all times during the event.

The responsible party is responsible for ensuring that all Park Shelter regulations are followed (see back of this form).

RESPONSIBLE PARTY IS RESPONSIBLE FOR ALL ATTENDEES BEFORE, DURING AND AFTER THE EVENT. For the good and valuable consideration, I hereby release the City of Oacoma, its elected officials, and its employees from any and all claims of whatever nature for any injury, loss, damage, accident or expense arising from or out of the use of an Oacoma Park Shelter for our private event, and I further agree to indemnify and hold harmless all of aforementioned parties against claims and for costs and reasonable attorney’s fees arising out of or in any way connected with the use of the above designated shelter in the Oacoma Park. I hereby release and agree to indemnify and hold harmless all of aforementioned parties in regards to any person or persons I or my representatives may include or invite to participate with us at the privately hosted event. I agree to the above rules and understand that I have full responsibility for any damage to, or loss of, City of Oacoma property arising from or in any way connected with my group use.

Signature of Responsible Party: _____ Date: _____

PARK SHELTER USE RULES & REGULATIONS

Thank you for reserving our Park Shelters.
WE WELCOME YOU!



If you need electricity, please arrange to pick up a key during regular business hours at the Oacoma City Finance Office, phone (605) 734-4455. Business hours are Monday-Friday, 8:00 am-12:30 pm and 1:30 pm-5:00 pm except holidays when the office is closed.

On the day of your event, place the RESERVATION CARD in the clips on the shelter. Display this Reservation Card at the starting time/day of your reservation for the shelter and remove it when finished. Make sure the Reservation Card is secured from wind/weather as this is your proof of reservation.

The park is open from 6:00 am to 10:00 pm. The shelter may be reserved throughout a weekend by different parties. Respect the next group and clean up any garbage/litter resulting from your use. The group that uses the shelter after you will appreciate the use of a clean park shelter. All trash should be placed in the nearby garbage containers or hauled away if amount exceeds capacity of containers.

The park and restrooms remain open to the public. The City of Oacoma is not responsible for incompatibility issues between groups reserving or using park area in close proximity.

At least twelve (12) picnic tables are available at the park. You may rearrange the picnic tables as needed. You may bring extra tables and chairs, if necessary; however, they must be removed immediately following the event. No personal property may be delivered the day before an event or left overnight in the park.

You may decorate the shelter. You may decorate various park entrances for the purpose of offering directions to your event only. DO NOT POUND NAILS INTO ANY TREES, SHELTERS, OR POSTS. We suggest using tape, ribbons, etc. All decorations and/or directional signage must be removed at the end of your event.

Do not drive or park on the grass. Overnight camping at the Oacoma Park is prohibited.

No glass bottles are allowed in the Park area. Alcoholic beverages may be consumed at a park shelter by attendees of a PRIVATE party. (It is highly recommended that you provide alcohol liability insurance.) The City assumes no responsibility for any alcohol served or consumed at a private party. To serve alcohol at a public event at the park, the responsible party must have a special events license and insurance coverage.

Bounce houses and similar inflatables must be approved by City staff as part of the reservation process. Certificate of liability must be provided. Location of inflatables must be approved by the Public Works Department.

Dogs are welcome but must be on a leash at all times. Make sure to clean up after them.

The Chamberlain Police Department has the authority to enforce all City ordinances, regulations and policies related to the Oacoma Park. Our staff works hard to keep the shelters clean and the facilities working properly, but occasionally problems occur that are beyond our control. Let us know of any problems so they can be corrected. Extensive damages to the property caused by misuse may be billed to the user on record.

After event, all breakers in the electric panel must be switched off and the panel door locked. Return the electric panel key to the Oacoma City Finance Office as soon as possible following your event. A drop box is available near the entrance of the Oacoma Community Center for return of the key during non-business hours. Your key deposit will be refunded unless you choose to donate your deposit to support our Park.

We are proud of our Park and want you to truly enjoy yourselves. Have a wonderful time. We look forward to your visit.

I agree to enforce the above rules and regulations for all attendees to our private event at the Oacoma Park Shelter.

Signature of Responsible Party: _____

Date: _____