



City of Linn Creek

Administrative Offices
102 E. Valley Drive, P.O. Box 1177
Linn Creek, MO 65052
linncreek@lc-cg.org

Jeffrey M. Davis, Mayor
Mimi J. Offield, City Clerk
PH: 573-346-6200
FX: 573-346-5867

City of Linn Creek Memorial Park Reservation

General Information

Thank you for your interest in Linn Creek City Memorial Park Pavilion. Your reservation fee entitles you to the exclusive use of your reserved area in the park. The remainder of the park is public domain and receives heavy visitations during warm weather seasons. Total exclusion of the public from your reservation is not guaranteed.

- Please contact Linn Creek City Hall at 573-346-6200 to check availability and reserve the Pavilion for your event.
- Please complete and sign the enclosed Facility Reservation Request form and follow the requirements fully.
- Be sure the date and time the facility is needed are correctly listed on your form.
- Pavilion reservation fee for non-residents is \$25 for four (4) hours or \$40 for eight (8) hours. Reservation fees can be paid for by check or money order and is required as payment in order to confirm the reservation. (Please make checks payable to: City of Linn Creek).
- Send the completed Facility Reservation Request form and payment to:
City of Linn Creek
P. O. Box 1177
Linn Creek, MO 65052
- Please retain a copy of the approved Facility Reservation Request form and have it with you on the day of your reservation.
- The City of Linn Creek will post Pavilion reservation on the message board at the Memorial Park Pavilion site.
- If you have any questions concerning your reservation, please contact the City of Linn Creek immediately at 573-346-6200.

Terms and Conditions

- The Applicant reserving the facility is 21 years or older,
- Groups of 100 or more must provide port-a-potties and additional dumpsters,
- The Applicant acknowledges receipt of a list of Park Rules, which must be followed,
- The Applicant is liable and responsible for any and all damages to the facility and grounds during the reservation period,
- The Applicant agrees that the City of Linn Creek Memorial Park shall have no liability to the applicant for any damages to their property located in or about the premises no matter what the cause,
- The Applicant shall bring a copy of the signed Facility Reservation Request form to the event,
- The Applicant acknowledges that this Agreement is not transferable
- **Pavilion Reservation Fee is non-refundable.**

Reservations requested the day of the event, as well as Modifications received less than 48 hours prior to the reserved date, may be taken at the discretion of the City of Linn Creek.

NO REFUNDS. Cancellations due to inclement weather can reserve an alternate date.



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PARK RULES

1. Park Hours – 7:00 a.m. to 10:00 p.m.
2. No Alcohol is permitted in the park
3. Fire is permitted in the park grills only.
4. Applicant is responsible for cleaning, depositing all trash in appropriate receptacles and any repairs necessary as a result of the event.
5. Disturbing wildlife in the parks is strictly prohibited. Domestic animals must be confined to a cage or on a leash not to exceed 8 ft. in length. Pet waste must be disposed in an appropriate litter container.
6. It is strictly prohibited to disturb any vegetation or tree within the park.
7. Parking is permitted in designated areas only. PLEASE DO NOT DRIVE IN THE GRASS.
8. It is strictly prohibited for any person(s) within any park to swim in the creek.
9. It is strictly prohibited for any person(s) within any park to use or erect such equipment as booth, air-filled devises, and tethered items such as hot-air balloons, except with special permission issued by the City. (Requests must be made in writing to the City of Linn Creek 30 days prior to the event date.)
10. It is strictly prohibited for any person(s) within any park to erect any sign, poster, or banner, except with special permission issued by the City.

It is understood that no person, group or organization has any vested right to the exclusive use of park property. The use of park property is subjected to availability and approval by the City of Linn Creek, subject to the policies, rules and guidelines of the City of Linn Creek (Park Rules). All reservation requests and paperwork related to it must be received by the City before the requested usage date. It is understood that the City sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

If a Facility Reservation permit is granted, the user agrees to be responsible for any accidents or injuries sustained by any person(s) attending or participating in the program or activity at the park. The user agrees not to hold the City of Linn Creek liable for any accident, injury or loss of property or life during use of the park and/or pavilion.
_____ (initials)

All users agree to adhere to the Rules, applicable federal, state, and local laws, and any specific guidelines outlined in the Facility Reservation Permit. A minimum of one adult chaperone (age 18 and above) is required for every ten youth (age 17 and under) in attendance at the activity. The undersigned hereby acknowledges receipt of the Rules.

I have read the Terms and Conditions and Park Rules and, as representative of the group making this request, I do agree to abide by these rules.

Signed Name of the Authorized Representative

Date & Time of Event

Printed Name of the Authorized Representative

Telephone Number

Printed Name of On-Site Contact

Telephone Number



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Memorial Park Pavilion Reservation

106 W. Valley Drive Linn Creek, MO 65052

Group Name: _____ Group Size: _____

Date & Time Reserved: _____

On Site Contact Name: _____

**Groups of 100 or more are required to provide their own
port-a-potties and dumpsters.**

Thank you,
City of Linn Creek

Authorized by: _____

**Reservation forms and fees must be turned in to City Hall before the requested date. No
dates will be held while awaiting forms and payment.**

**Reservations requested the day of the event may be taken at the discretion of the City.
Cancellations due to inclement weather may request to reserve an alternate available date.**

NO REFUNDS.