

Park Rental Information

1. Motor vehicles are permitted only in the parking lot and NOT in the park. For purposes of loading and unloading only, limited access is available to the South Shelter and Enterprise Holdings Pavilion during rentals. Vehicle access is not available to the North Shelter.
2. No glass containers permitted.
3. Open flames or fires are permitted only in designated fireplaces or BBQ pits.
4. Water balloons are not permitted in the park.
5. Firearms, slingshots, bows and arrows, and weapons of any kind are prohibited in City facilities.
6. Any persons guilty of malicious destruction of park property will be prosecuted.
7. The City of Clayton, in compliance with the Americans with Disabilities Act, will meet any reasonable request to make accommodations for patrons with disabilities. If we are unable to meet your request, there is a grievance procedure in place to address your concerns. For more information, call or use Relay Missouri 1-800-735-2966 (TDD).
8. Licensee agrees to indemnify and hold harmless The City of Clayton and its' officials and employees from any claim or cause of action brought by the renter, his agents, employees or guests arising from the usage of the facility.
9. Covered Shelters and Shaw Park Pavilion are equipped with grill, picnic tables, running water and electricity. Picnic pads are equipped with grill and tables only.
10. Facilities are cleaned for reservations by 8:00 am daily. The City is not responsible for unclean sites due to usage by the general public after this time. Shaw Park closes at 11:00 pm and Oak Knoll Park closes at 10:00 pm.
11. Picnic tables may not be moved.
12. Group size may not exceed designated capacity of reserved site or facility. If the group size is exceeded, the damage deposit will be lost. Capacities: Shaw Park Shelters =60 each, Shaw Park Picnic Pads = 36 each, Oak Knoll Picnic Pad = 48 each. Enterprise Holdings Pavilion = 120 with current seating. Additional seating for up to 200 patrons is available in the Enterprise Holdings Pavilion if licensee secures additional tables and chairs at his/her expense and set-up.
13. Any and all areas used by your group must be left in the same condition as you found it.
14. The Renter is responsible for proper disposal of all trash and ground litter in containers provided.
15. The group representative signing this agreement shall be responsible for the actions of his/her guests and must be present for the duration of the event.
16. All special requests must be submitted in writing and approved by a Parks and Recreation Representative prior to the reservation.
17. Stakes and other forms of in-ground anchoring systems are not permitted.
18. Animals and animal attractions are prohibited at rentals.
19. No amplified sound will be permitted in the park. City of Clayton noise ordinance shall be enforced.
20. All promotional and specialty companies or permit holders who are utilizing props, rides, equipment, booths must provide proof of insurance listing the City of Clayton as an "Additional Insured" for a minimum of \$2,600,000 per incident. A copy of such certificate should be faxed to the Recreation Assistant at 314-290-8517.

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Refunds/Cancellations:

1. Rental contracts must be signed, returned and fees received no later than the due date listed on the bottom of the contract.
2. No refunds due to inclement weather. In cases where event has begun, the event will not be re-scheduled due to inclement weather.
3. Overcrowding of facilities, excessive debris, vandalism, and failure to remove decorations are circumstances under which your security/damage deposit will be withheld.
4. Refund of security/damage deposit will be processed after park personnel have inspected the area for damage. Refund process takes approximately two to three weeks from date of the event.
5. Cancellation by the Renter less than thirty days before the scheduled date will result in forfeiture of entire picnic fee. The security/damage deposit will be returned.
6. Rental fees shall be retained by the City for any booking that does not show up on the day of their rental.
7. The City reserves the right to cancel any rental due to inclement weather or breaches of contracts and facility rules. Every effort will be made to reschedule a rental cancelled by the City.