

# Shawnee Park Center



**City of Cape Girardeau  
Parks & Recreation Department**



**835 S. West End Blvd.  
Cape Girardeau, MO 63703**

**P: (573) 339-6346**

**F: (573) 339-6372**

**[www.cityofcape.org](http://www.cityofcape.org)**



# Rental Fees

## Main Floor

<u>Size</u>	Main Floor: 94'x64' 6016 sq. feet	<u>Capacity</u>	Banquet: 400 Concert: 720
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### Not for Profit/Civic Rental

Deposit (will be determined by rental period, the required services and equipment)	
Rental Fee per Day*	\$300.00
Set-Up (optional)	\$ 17.00 per man hour
Clean-Up (8 hour minimum)	\$ 17.00 per man hour

### Commercial Rental

Deposit (will be determined by rental period, the required services and equipment)	
Rental Fee per Day*	\$600.00
Set-Up (optional)	\$ 17.00 per man hour
Clean-Up (8 hour minimum)	\$ 17.00 per man hour
Concession Charge	\$650.00
Dry Goods Resale Buyout	\$650.00

\*Main floor rental prices do not include tables, chairs, and other additional charges

### Main Floor & Meeting Rooms Combined

Not for Profit Rental Base Rate	\$525.00
Commercial Rental Base Rate	\$800.00

\*Main floor rental prices do not include tables, chairs, and other additional charges

**Commercial Rental Rate-** Any business that rents the facility will pay the commercial rate.

Any group or individual that rents the facility for the purpose of selling merchandise or charging admission with the intent of making a profit for personal or business gain.

**Civic Rental Rate-** Any recognized civic organization that is classified as a non-for-profit corporation by the Missouri Secretary of State's Office.

**None-For-Profit Non-Civic Rental Rate-**

Any organization or individual that is classified by the Missouri Secretary of State's as a non-for-profit corporation.

**Other non-for-profit rentals such as:** churches, wedding receptions, school reunions, government agencies, educational institutions, recognized charitable organization may or may not be required to submit a not-for-profit letter from the Secretary of State's Office.

### Additional Charges

Kitchen	\$100.00/day
Tables (rectangle)	\$ 1.50/day
Tables (round)	\$ 2.00/day
Chairs	\$ .25/day
Risers 16" high, 4 x 8 ft.	\$ 2.00/day
Ice	\$ 1.00/bag
Hot Dog Cooker	\$ 15.00/day
Popcorn Machine	\$ 20.00/day
Coffee Pot	\$ 10.00/day
Chair Racks	\$ 10.00/day
Extension Cord	\$ 5.00/day



Liability Insurance requirement: \$1,000,000 bodily injury and \$100,000 property damage or \$1,000,000 combined single limits. This is supplied by the Lessee.

# Meeting Rooms

<u>Size</u>			<u>Capacity</u>	
Meeting Room 1:	28'x26'	728 sq. feet	Banquet Style: 40	Seating: 60
Meeting Room 2:	28'x26'	728 sq. feet	Banquet Style: 40	Seating: 60
Meeting Room ½:	56'x26'	1456 sq. feet	Banquet Style: 80	Seating: 120
Activity Room:	28'x26'	1178 sq. feet	Banquet Style: 48	Seating: 64

## Rental Fees

	<u>1 hr.</u>	<u>4 hr.</u>	<u>8 hr.</u>	<u>12 hr.</u>
28' x 26' Meeting Room 1	\$30.00	\$100.00	\$160.00	\$180.00
28' x 26' Meeting Room 2	\$30.00	\$100.00	\$160.00	\$180.00
56' x 26' Meeting Room 1/2	\$51.00	\$160.00	\$240.00	\$252.00
28' x 26' Activity Room	\$30.00	\$100.00	\$160.00	\$180.00

Set-up, clean-up, tables and chairs are included in price of Meeting Rooms. Wall mount projection screen available in each room. T.V./DVD combo available upon request at no charge in activity room. Complimentary ice water available upon request.

- Note: Table linens are not included in rental fee. Table skirting may be rented at additional cost.
- Lessees may bring in non-catered food, paying a \$1.00 surcharge per person. Lessees also have the option of renting the kitchen for \$100.00 in lieu of the non-catered food fee.

Activity Room



Meeting Room



# City of Cape Girardeau Parks and Recreation Department Shawnee Park Center



## **Caterer Requirements**

Individuals or groups renting the *Shawnee Park Center* may obtain professional catering. Lessees may bring in non-catered food, paying a \$ 1.00 surcharge per person. Lessees also have the option of renting the kitchen for \$100.00 in lieu of the non-catered food fee. If alcoholic beverages are being sold, lessee must have prior approval.

### **Food Requirements**

1. A \$100.00 kitchen fee will be charged for any use of the kitchen.
2. A facility agreement for food service form must be filled out by the person in charge of food service. A copy of the agreement will be faxed to the County Health Department.
3. **All professional food caterers must collect and pay 1% tax** to the City of Cape Tourism Fund on all **\*\*net** food sales. If your business currently does not pay the 1% it will be collected from the Shawnee Park Center.

### **Caterer's Liquor Requirements:**

1. **All liquor caterers must have City of Cape Girardeau Liquor by the Drink License** and State of Missouri Liquor by the Drink License.
2. **All liquor caterers must secure proper catering licenses** from City of Cape Girardeau and Missouri Division of Liquor Control.
3. Liquor pricing will be determined by caterer and building client.
4. All liquor sales must end at 12:00 AM per event, per Missouri State Law.

# CAPE GIRARDEAU PARKS AND RECREATION DEPARTMENT FACILITY AGREEMENT FOR FOOD SERVICE

If you intend to serve food to the public at an event, the requirements for “Food Service Establishment” must be met.

“Food Service Establishment” is defined as: Any place where food is prepared and intended for individual portion service. It also includes the site at which individual portions are served. This includes any such place, regardless of whether consumption is on or off the premises, and regardless of whether there is a charge for the food.

No part of this food may be prepared in a home kitchen and transported to the site. All food must be prepared from approved sources.

Food may be prepared at another inspected and approved food service establishment, if fully protected during transportation to this site.

1. Name of the Group Requesting Approval: \_\_\_\_\_

2. Name of the Event: \_\_\_\_\_

3. Date of the Event: \_\_\_\_\_

4. Chairperson of the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

5. Person in Charge of Food Service: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

6. Foods to be Served: \_\_\_\_\_

7. Foods to be Prepared by: \_\_\_\_\_

The Shawnee Park Center will only provide appliances located in the kitchen. Food service provider is responsible for all pots, pans, utensils, etc. The value of any reusable items that are lost or damaged will be deducted from the deposit.

I have read the above information and accept the responsibility for complying with the Cape Girardeau County Health Department requirements for preparing and serving food during this event. I understand the coordination with the Health Department prior to this event is required.

\_\_\_\_\_  
Signature of Person in Charge of Food Service



# Shawnee Park Center

## Food and Drink Options

### DRINKS

Soda	\$16.00	\$0.80 each
Iced Tea or Lemonade	\$16.00	
Apple, Grape, or Pineapple Orange Juice	\$16.00	\$.95 per individual bottle
Bottled Water	\$16.00	\$1.00 each
Hot Chocolate	\$16.00	\$.65 each packet
Punch Bowl	\$16.00	
Coffee (Decaffeinated or Regular)		1/2 Urn - \$13.50 (21 8 oz cups) 1 Urn - \$26.50 (42 8 oz cups) Mega Urn - \$40.00 (60 8 oz cups)

### BREAKFAST OPTIONS

Donuts (Assorted)	\$9.50 Dozen (12)
Danishes (Assorted)	\$9.50 Case (24)
Mega Muffins (Assorted)	\$9.50 Dozen (12)
Cream Cheese	\$2.75
Bagels Plain, Blueberry, Multi Grain, Cinnamon Raisin,	\$8.50 Dozen (12)

### LUNCH/DINNER OPTIONS

Meat/Cheese Tray served with Dollar Rolls – 16 – 18 Servings	\$42.00
Vegetable Trays with Dip – 10 -12 Servings	\$15.00
Fruit Bowl (Seasonal)	\$12.00
Cole Slaw	\$8.50
Potato Salad	\$8.50
Individual Bags of Chips (Assorted)	\$.75 each

### MISCELLANEOUS AMMENITIES

Cookies - (Chocolate Chip, White Chocolate Macadamia, Oatmeal Raisin, and M & M Chocolate Chip)	\$8.50 Case (24)
Chips	
Chex Mix – 1 Pound Bag	\$7.00
Doritos – Double Bag	\$8.50
Lays Original – Double Bag	\$8.50
Lays BBQ – Double Bag	\$8.50
Trail Mix	\$10.00
Revised 5/11	

***Plates, napkins, cups, condiments, and utensils are provided.  
Pitchers of water are available upon request. Any other requests,  
please inquire by calling (573) 339-6346.***

# SHAWNEE PARK CENTER



## ***LESSEE RESPONSIBILITY***

1. Lessee assumes all risk of bodily injury, property damage, and loss; and lessee agrees to provide a Certificate of Liability Insurance for the term of these conditions to be in the amount of \$1,000,000.00 per occurrence and \$1000,000.00 per person or \$1,000,000.000 combined. (Main Floor Rentals Only).
2. The Shawnee Park Center is a non-smoking facility.
3. The City of Cape Girardeau shall not be responsible for loss or damage to personal property that may occur at the Shawnee Park Center.
4. If added electrical power is required, the Lessee shall be responsible for all costs and arrangements. (Lessor approved contractors only!)
5. All users shall abide by all laws of U.S.A., State of Missouri and ordinances of the City of Cape Girardeau.
6. The Lessee shall abide by all catering policies set fourth by the Shawnee Park Center ( See Catering Requirements).
7. No ticket sales shall exceed the seating capacity of the rented area (720).
8. No person shall mar or deface the Shawnee Park Center. The use of nails, hooks, tacks, screws, crepe paper that fades, etc., is prohibited. Clear scotch tape is the only tape allowed on painted walls. Items are not allowed to be hung from the light fixtures or from the sprinkler system. No person shall borrow, or rent such items as hammers, hand tools, power equipment, extension cords, ladders, etc. from the City of Cape Girardeau.
9. The Lessee is responsible for all damages that may occur to the rented or adjacent areas during the rental period.
10. No sublet shall be initiated by the Lessee unless written consent is given in writing by the Parks and Recreation Director, or his designated agent.
11. A written request to terminate this agreement must be received by the Facility Manager at least 90 days prior to the rental date. Failure to do so will result in the loss of the Lessee's deposit.

12. Persons leasing the Shawnee Park Center will perform the following duties:
  - A. Lessee must give a 12 hour minimum notice of change of lessee use time.
  - B. Remove all decorations within rental time. Make certain the food caterers are made aware that they must provide their own supplies (i.e. cups, pitchers, and all utensils).
  - C. Advise the caterer that they are responsible for clean up of the kitchen and food preparation area.
  - D. Have all persons leave the Shawnee Park Center no later than the ending time indicated on the rental agreement or a charge per hour will be assessed. Insurance must still be in effect.
  - E. The parking lot could be rented no more than 30-60 days in advance, subject to availability. Fee may be based on square footage charge and facility rental.
  - F. All tables and chairs used must be rented from the Shawnee Park Center unless other arrangements are made and approved by the Facility Manager.
  - G. Lessee is responsible for acquiring own table cloths or table skirts if needed for event.
13. Use of alcohol is prohibited unless approved by the City of Cape Girardeau City Council. No one under 21 years of age may consume alcohol anywhere on the premises. (See Caterers Requirements for exceptions)
14. The City reserves the right through it's representatives to eject any person or persons from the Shawnee Park Center who is objectionable and causes disfavor to the rules and regulations of the facility and to terminate the event.
15. A representative of the Lessee must sign any merchandise or supplies delivered to this facility. The Shawnee Park Center Staff will not sign for received materials
16. Bookings can be made up to one (2) years in advance. Conventions may be booked for up to five (5) years in advance.
17. To allow all residents equal access, no one group may have long term reservation privileges in the facility more than twice in one month, with the exception of the gym, which may be rented up to once a week.
18. Access to concessions area is permitted by City of Cape Girardeau Staff only unless the concessions area has been rented by the lessee.
19. The Cape Girardeau Parks and Recreation Department retain the right to terminate this agreement.
20. If the Lessee refers to us in any media publication or any publication in general, the Lessee shall refer to us as the Shawnee Park Center. If advertising is done, then the Lessee shall use the Department logo along with addressing us as the Shawnee Park Center. **Revised 05-12-11**

# SHAWNEE PARK CENTER

## BIRTHDAY PARTIES

### FEES:

<b>1-10 Participants</b>	<b>\$72.00</b>
<b>11-20 Participants</b>	<b>\$83.00</b>
<b>21-30 Participants</b>	<b>\$94.00</b>
<b>31-40 Participants</b>	<b>\$105.00</b>

### Party Information

- **2 Hours Total Time**
- **One Hour Gym Rental Included in the Two Hours (Basketball & Volleyball)**
- **Staff Member for Supervision**

**\*Note: Participants at the Shawnee Park Center are able to bring their own food, cake, and decorations at no extra charge**



**Air Hockey Table: \$15.00**

**Table Tennis Table  
\$10.00**

**(Game tables may be rented during gym time)**



# Gymnasium Fees & Rules

## Fees

Ages 3 & Up	\$2.00
Children (2 & under)	Free
Therapeutic Groups (must contact prior to usage)	\$0.55
Discount Punch Card (10 punches)	\$16.00

## Gym Rules & Regulations

- All participants must sign in and pay at the front counter before entering the facility.
- Appropriate apparel must be worn at all times. (Shirts and non-marking shoes must be worn while on the gym floor, and shirts and tennis shoes, no sandals, in the weightroom.)
- Classes, leagues, and events will be scheduled periodically, and may temporarily make a portion of the facility inaccessible.
- Facility phones are not to be used for personal calls.
- Participants must be 13 years of age or older to use the fitness room without supervision of an adult.
- The Shawnee Park Center is not responsible for lost or stolen articles. It is strongly recommended that you do not bring valuables into the facility. Please turn in any found articles at the front counter.
- Smoking or chewing tobacco is not permitted in the facility.
- Do not grab or hang from the basketball rims or volleyball nets.
- Misuse of the facility or any equipment, rough, abusive play, profanity, fighting or similar conduct is not permitted, and may result in expulsion from the facility.
- The gym is set up at the staff's discretion.
- No running in the hallways.
- No refunds for facility usage or vending machine purchases.
- The staff will enforce the rules and safety policies for the benefit and enjoyment of all.

# **Fitness Room Fees & Rules**

## **Fees**

Ages 3 & Up	\$2.00
Children (2 & under)	Free
Therapeutic Groups (must contact prior to usage)	\$0.55
Discount Punch Card (10 punches)	\$16.00

## **Fitness Room Rules & Regulations**

- Do not drop dumbbells or weight plates on the floor.
- Do not set the dumbbells or weight plates on the benches.
- Rack your weights and dumbbells when finished.
- Wipe down and clean the equipment after each use.
- Keep your hands and feet off the walls and the doors.
- Proper workout attire is required at all times.
- A closed toe tennis shoe is required, no sandals or work boots allowed.
- Use of inappropriate language will not be tolerated.
- No one under the age of 13 is allowed to use the equipment unless accompanied by an adult.
- Our staff is here to assist you, if assistance is needed while working out, do not hesitate to ask the fitness room attendant.
- Always ask the fitness room attendant for assistance if television adjustments are needed.

The Shawnee Park Center is not responsible for lost or stolen items.