



201 W. Main St. • P.O. Box 68 • Warsaw, Mo. 65355
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 welcometowarsaw.com

SHELTER RENTAL AGREEMENT/APPLICATION

Steps to Reserve:

1. Select desired shelter(s).
2. Obtain and complete the Shelter Rental Agreement Application. Online or City Office.
3. Call or visit the City Offices to see if desired event date for the shelter you are requesting is available.
4. Submit application to City Office along with payment to reserve your shelter(s). Payment secures your shelter, date and time.

Applicant Information:

Name: _____ Date: _____
 Address: _____
Street City State Zip
 Phone #: _____ Alternate Phone #: _____
 Email: _____

Rental Information:

Shelters are rented per day.

Rental Date: _____ Rental Time: Start _____ AM/PM End _____ AM/PM

Purpose of Rental: (Circle one) Picnic Reunion Celebration Other: _____

Please select desired shelter(s):

Small Shelters:

\$10.00 per day

____ Shelter 1
 ____ Shelter 4

Large Shelters (includes electricity):

\$25.00 per day

____ Shelter 2
 ____ Shelter 3

NOTE: Payment confirms and secures your shelter/event.

PLEASE READ BEFORE SIGNING

Section 1. Rental agreement form is to be completed and returned to the City Office no later than 3 weeks prior to desired use date WITH PAYMENT.

Section 2. Groups must agree to adhere to all City rules and policies.

Section 3. Board of Alderman reserves the right to cancel the reservation of a group upon giving 2 weeks written notice to said group.

Section 4. For a full refund on rental amount, CANCELATION must be done 2 weeks prior to event.

Section 5. NO ALCOHOLIC BEVERAGES are allowed on ANY city property. City Code Ordinance Chapter 6700.070; G. Drinking in public places prohibited.

Signature _____ Date _____

OFFICE STAFF:

Received By: _____	Amount Received: \$ _____ CASH CHECK _____ CARD _____	Date: _____
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