

PARK SHELTER RESERVATION FORM

Shelters are available to reserve
7am - midnight daily

Please complete and return to:

Katie Cork, Event Director
Andover City Hall, 1609 E Central Ave
kcork@andoverks.com

Name _____
Address _____
City-Zip _____
Phone #1 _____
Phone #2 _____
Email Address _____
Type of Function _____
Is food being served? Yes No
Type _____
Special equipment being brought in? (Food Trucks, Speakers, etc)
Yes No
Type _____
Attendees _____

Application Date _____
Reservation Date _____
Day of Week _____
Multiple Dates: Yes No
List dates _____

- Central Park Shelter
- Central Park Gazebo
- 13th Street Shelter

Start Time _____
(Including Set Up)
End Time _____
(Including Clean Up)

- ABSOLUTELY NO INFLATABLES
- NO DRIVING OR PARKING ON THE GRASS
- ALL PARK RULES MUST BE FOLLOWED

Applicant Signature & Date _____

Damage Deposit N/A Date Paid: _____ Check # _____ Initials _____
Usage Fee N/A Date Paid: _____ Check # _____ Initials _____

Signed Use Policy Agreement Received : N/A Initials: _____
Park Dept. Tour Date: N/A Initials: _____
City Council Meeting: _____ Initials: _____

Key/Code# N/A Date _____ Initials _____
Park Dept. Release Date N/A Initials _____
Deposit Return Date N/A Initials _____

Reservation Notes:

OFFICE USE ONLY



To ensure the safety and enjoyment of all users, please follow these Park Rules:

- Unauthorized motor vehicles are prohibited on the grass
- No littering
- Dogs must be leashed at all times, except in designated dog park areas
- Pet owners must pick up and properly dispose of their pet's solid waste
- Unauthorized overnight camping is prohibited
- Open burning is prohibited except in authorized areas
- Alcoholic beverages are allowed in authorized areas only
- Fireworks are prohibited except for authorized areas and times
- Hunting and the discharge of firearms are prohibited
- Skateboarding is prohibited within 10 feet of buildings
- Golf is not allowed
- No smoking within 20 feet of buildings



1008 E 13th Street

1607 E Central



Violations of the above rules are subject to prosecution pursuant to
Code of the City of Andover Chapter XI

Please notify the City of Andover of any dangerous or hazardous conditions.

Dial 911 for emergencies or (316) 733-1303 for maintenance issues.

EXHIBIT A

FACILITY	RENTAL PERIOD	BASE FEE*		DEPOSIT
		CATEGORY 1	CATEGORY 2	
13th Street Sports Park Ballfield Diamond #1	7:00am-12:00am	\$120	\$150	\$50
13th Street Sports Park Ballfield Diamond #2	7:00am-12:00am	\$120	\$150	\$50
13th Street Sports Park Ballfield Diamond #3	7:00am-12:00am	\$120	\$150	\$50
13th Street Sports Park Ballfield Diamond #4	7:00am-12:00am	\$120	\$150	\$50
13th Street Sports Park Entire Ballfield Complex	7:00am-12:00am	\$400	\$500	\$200
13th Street Sports Park Public Land	7:00am-12:00am	\$240	\$300	\$200
13th Street Sports Park Shelter	Hourly	\$0	\$0	\$0
Andover Community Center	Hourly	\$40	\$50	\$200
Andover Community Center	7:00am-12:00am	\$560	\$700	\$200
Capitol Federal Amphitheater® (<500)	7:00am-12:00am	\$1,760	\$2,200	\$200
Capitol Federal Amphitheater® (>500)	7:00am-12:00am	\$4,800	\$6,000	\$500
Capitol Federal Amphitheater® with Central Park Lodge & Patio (<500)	7:00am-12:00am	\$2,800	\$3,500	\$200
Capitol Federal Amphitheater® with Central Park Lodge & Patio (>500)	7:00am-12:00am	\$5,475	\$7,300	\$500
Capitol Federal Amphitheater® Large Event Package**	7:00am-12:00am	\$6,400	\$8,000	\$500
Central Park Conference Cabin	Hourly	\$20	\$25	\$200
Central Park Conference Cabin	7:00am-12:00am	\$280	\$350	\$200
Central Park Disc Golf Course	5 Hours	\$200	\$250	\$0
Central Park Disc Golf Course	7:00am-12:00am	\$280	\$350	\$0
Central Park Gazebo	Hourly	\$0	\$0	\$0
Central Park Lodge & Patio	Hourly	\$80	\$100	\$200
Central Park Lodge & Patio	7:00am-12:00am	\$1,120	\$1,400	\$200
Central Park Lodge Room 2	Hourly	\$40	\$50	\$200
Central Park Lodge Room 2	7:00am-12:00am	\$560	\$700	\$200
Central Park Main Shelter	Hourly	\$0	\$0	\$0
Central Park Public Land	7:00am-12:00am	\$240	\$300	\$200
Cornerstone Park Public Land	7:00am-12:00am	\$240	\$300	\$200

CATEGORY 1 501(c) not-for-profit groups, individuals residing within the incorporated limits of the City, and City employees

CATEGORY 2 Individuals and for-profit businesses located or residing outside of the incorporated limits of the City

* Base Fee is the minimum reservation amount before any additional fees for miscellaneous services are determined (Section 3)

** Base Fee includes the Capitol Federal Amphitheater®, Central Park Lodge & Patio, and the closure of Central Park (pending Governing Body approval)