

**SCOTT COUNTY CONSERVATION BOARD**  
**14910 110<sup>th</sup> Avenue**  
**Davenport, Iowa 52804**

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## PICNIC SHELTER RENTAL INFORMATION

The user agrees to the following conditions:

- ◆ To pay the reservation fee due within 7 working days of the receipt of this agreement, or this reservation will be **cancelled**.
- ◆ To complete the check-in process at the park office immediately upon arrival on the day of your event. (Gate #5 at West Lake Park, or the South Entrance at Scott County Park).
- ◆ To follow all clean-up guidelines and pay the required clean-up deposit upon check in. You will be provided with brooms, dust pans, and garbage bags. The deposit will only be refunded after the area is completely cleaned and inspected by the Ranger staff. All groups must be checked-out from the shelters by 9:00 PM.
- ◆ It is understood and agreed that the Park Ranger has sole authority to administer the refund or forfeiture of the clean-up/damage deposit. Damage to park property makes you liable for fines and/or additional costs required to repair and/or replace the items in question.
- ◆ To assume responsibility for the actions of all persons attending this function.
- ◆ To comply with all park rules, regulations, and any instructions given by Scott County Conservation Board Staff.
- ◆ Only painters tape is permissible for attaching decorations or table covers. No staples, nails, or tacks. No signage can be attached to any park sign or structure.
- ◆ Beer and wine are allowed. HOWEVER, keg beer is not allowed inside of the shelters and must be approved **in advance** by the Park Ranger.
- ◆ DJ's or live bands must also be approved **in advance** by the Park Ranger.
- ◆ Weddings or wedding receptions must submit a Special Events Request form. Additional fees may apply. (forms available at: [scottcountyiowa.com/conservation](http://scottcountyiowa.com/conservation))
- ◆ If you wish to have any activity not provided by the Conservation Board, such as a Moonwalk, Dunk Tank, etc., or an event such as a race, you or your organization must provide a certificate of insurance naming the Scott County Conservation Board as a co-insured party for that day and event. Policy amount must provide a minimum of \$1 million worth of liability coverage.
- ◆ All vehicles are restricted to the parking lot areas including caterers, vendors and any service providers. No vehicles are permitted on the grass for any reason.
- ◆ NO REFUNDS WILL BE PROVIDED IN THE EVENT OF A CANCELLATION.

*Payment for the use of this shelter signifies agreement to abide by these conditions.*