



**JACKSON COUNTY PARKS + REC
FORT OSAGE NATIONAL HISTORIC LANDMARK
105 OSAGE STREET, SIBLEY MISSOURI 64088**

WEDDING RESERVATION INFORMATION

Base fee of \$700 includes

- 4 hour rental
- Designated staff person
- Staging area for the wedding party

Optional services and fees

- | | | |
|---|-------|---|
| • Rental for rehearsal | \$100 | |
| • Reception-Outdoors only | \$100 | Fee is waived if the reception is held within the 4 hour rental time. |
| • Catering permit | \$50 | |
| • Filming permit (<i>video</i>) | \$75 | First hour |
| • Filming permit (<i>photo</i>) | \$50 | First hour |
| • Filming permit (<i>additional time</i>) | \$25 | Each additional hour (video and/or photography) |
| • Special apparatus Permit | \$50 | Tents, chairs, musicians, other needs and equipment brought to the site |
| • Staging area-Media room | \$100 | |
| • Site cleanup | \$100 | A site cleanup fee will automatically be charged if not cleaned up after the reservation. |
| • Additional time | \$100 | Per hour |

****Fees may not be waived without approval of the Site Supervisor or Superintendent of Historic Sites & Outdoor Education**

Total number of guests: 150

Reservation availability: A 50% deposit is required to hold a reservation date. Reservations are scheduled on a first come, first served basis. Wedding reservations must be made no less than two weeks before the day of your wedding.

Reservation time: The base fee for a reservation covers a 4-hour period of time. Weddings may be held before or after normal business hours. Weddings after business hours require that all wedding participants and guests must leave the site at dusk due to a lack of outdoor lighting. Additional fees will be billed to the renting party if the the allotted time is exceeded.

Rehearsal scheduling: Rehearsals may be scheduled for a fee of \$100.00 per hour.

Staffing: A Jackson County Parks + Rec Associate will be at your location to assist with questions. Associates are not required to assist with preparation for the ceremony or reception.

Celebration & decoration: No fireworks our fires of any kind are allowed. Nails, pushpins, tacks or glue may not be used on any surface of the buildings, fencing or tables, or any furniture or fixtures inside of the buildings. Rice may not be thrown, however, bird seed or bubbles may be used instead.

Permits, equipment and supplies: Tables, tents, and other equipment are not provided. Jackson County requires permits for professional photography or video, catering, chairs, tables, and other large equipment brought to the site for the wedding. Please see the list of fees for permit prices. Companies providing rental equipment to be brought to Fort Osage National Historic Landmark must provide a liability insurance certificate with Jackson County named as additional insured, \$2 million per occurrence and \$2 million general aggregate.

Wildlife: Occasionally guests will see various types of wildlife on the site. All visitors and guests are prohibited from attempting to feed, pet, or chase any of the animals they may encounter. No pets are allowed on the site.

Preparing for the ceremony: The wedding party may prepare for the ceremony using the restrooms available on the main floor of the Education Center for no additional fee. The media room of the Education center is available for the wedding party to prepare for an additional \$100.00. All personal property must be removed prior to the beginning of the ceremony.

Reception: Receptions take place outdoors near the Education Center. Food and drinks may not be taken into the exhibit areas of the Education Center, or into the Fort. Alcohol may be served after 4:30 p.m., however cash bars are prohibited. During inclement weather the site supervisor may approve a reception on the first floor of the Education Center.

Smoking: Smoking is not allowed in any building at Fort Osage.

Cancellation: Refunds are given if we are notified of cancellation at least 30 days prior to your scheduled date. All reservations are made on a "rain or shine" basis. No refunds are issued due to inclement weather unless the site supervisor determines the weather has become too severe. Should the site supervisor determine that the reservation must be cancelled notice will be given as quickly as possible to the person that made the reservation. The reservation date may be rescheduled or a full refund will be given if a new reservation date is not possible.

Parking: Parking will be permitted in the back parking area of the Fort. No parking or driving is permitted on the grass.



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Wedding Date _____ **Arrival Time** _____ **Departure Time** _____ (4 hour minimum) **No of Guests:** _____

Reservation Contact Information

First Name _____ **Last Name** _____
Street Address _____ **City/State/Zip** _____
Home Phone _____ **Cell Phone** _____
Email address: _____

Bride/Groom **First/Last Name** _____ **Phone Number** _____

Bride/Groom **First/Last Name** _____ **Phone Number** _____

Site Rental (First 4 hours)		\$700.00	
\$100/hour	Rehearsal	#hours _____ \$ _____	Date/Time of Rehearsal _____
\$100	Reception – Outdoors only <i>(fee waived if held within the first 4 hours)</i>	\$ _____	
\$50	Catering Permit <i>(Kitchen/Catering facilities are not available on site)</i>	\$ _____	
\$50 – 1 st hour	Photography Permit	\$ _____	
\$75 – 1 st hour	Video Permit	\$ _____	
\$25/hour	Additional (photo or video)	#hours _____ \$ _____	
\$50	Special Apparatus Permit <i>(Required for any tents, and/or other equipment brought to the site)</i>	\$ _____	
\$100	Staging Area-Media room	\$ _____	
\$100	Site Cleanup <i>(Automatically charged if not cleaned at the end of the reservation)</i>	\$ _____	
\$100/hour	Additional Time (Day of Wedding)	#hours _____ \$ _____	
	Subtotal	\$ _____	
	Less Deposit Received	\$ - _____	
	Balance Due (Please pay entire balance 2 weeks prior to your reserved date).	\$ _____	

Payment By: Cash Check (Check No. _____) Credit Card

Credit Card Number _____ **Exp. Date** _____ **Security Code** _____

Name on card (please print) _____

Authorized Signature _____

RENTAL AGREEMENT

I have read the Facility Rental Rules for Fort Osage National Historic Landmark. I agree to abide by the rules and take full responsibility for my guests abiding by them. I assume full financial responsibility for any damage to or loss of Jackson County property that occurs during, or as a result, of my rental. In case of accident, injury, or loss, I hereby waive and release Jackson County, Missouri and all elected or appointed officials, employees and volunteers of Jackson County, Missouri, and any other persons in any other way connected or associated with Fort Osage National Historic Landmark from any and all liability of any nature for injury or damage resulting from the rental of Fort Osage National Historic Landmark property and I expressly assume the risk of such damage or injury. I agree to pay any balance owed two (2) weeks before the rental date. I understand that I will be required to pay for any additional time before and/or after my rental time and/or rehearsal time. I agree to pay any such additional charges.

Signature _____ **Date** _____