



**JACKSON COUNTY PARKS + REC**  
**KEMPER OUTDOOR EDUCATION CENTER**  
**8201 Jasper Bell Road, Blue Springs, MO 64015**

**WEDDING RESERVATION INFORMATION**

**Included in the base fee of \$700**

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

**Optional services and fees**

- Rental for rehearsal \$100 Per hour
- Reception-Outdoors only \$100  
*\*Fee waived if the reception is held within the 4 hour rental time.*
- Catering permit \$50
- Filming permit (video) \$75 1<sup>st</sup> hour
- Filming permit (photo) \$50 1<sup>st</sup> hour
- Filming permit (additional time) \$25 Each additional hour
- Special apparatus Permit \$50 Tents, chairs, musicians, other needs and equipment brought to the site
- 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 the Superintendent.**

**Total number of guests: 175**

**Reservation availability:** Reservations may be scheduled from April 1<sup>st</sup> to May 30<sup>th</sup> and August 15<sup>th</sup> through the end of the year. From June 1<sup>st</sup> to August 14<sup>th</sup> weddings may only be reserved on weekends. A 50% deposit is required to hold a reservation date.

**Reservation time:** The base fee for a reservation covers a 4-hour period of time. Weddings may be held during 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 allotted time is exceeded.

**Reservation requests:** Wedding reservations must be made no less than two weeks before the day of your wedding.

**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 or fires of any kind are allowed. Nails, pushpins, tacks or glue may not be used on any surface of the building, fencing or tables. 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. Two outdoor toilets, located in the paved parking area, are available for guests. Jackson County requires permits for catering, chairs, tables, and other large equipment brought to the site for the wedding. Companies providing rental equipment to be brought to the site must provide a liability insurance certificate with Jackson County named as additional insured, \$2 million per occurrence and 2 million general aggregate.

**Animals:** Occasionally guests will see various types of wildlife on the site. We ask that no visitors or guests attempt to catch, feed, or chase any animals they may encounter. This includes the fish in the pond and Koi pond. No pets are allowed on the site.

**Preparing for ceremony:** The wedding party may prepare for the ceremony in one of the first floor rooms of the Kemper building. No guests are permitted inside the building. All personal belongings should be removed from the building prior to the beginning of the ceremony.

**Receptions:** Food and drinks are prohibited from being set up or consumed inside of any of the buildings. Alcohol may be served after 4:30 p.m., however, cash bars are prohibited. Receptions may be held in the shelter house at the back of the property or at any of the outdoor areas on the site.

**Smoking:** Smoking is not allowed in any building at the Kemper Outdoor Education Center.

**Cancellation:** Refunds are given if we are notified of cancellation at least 30 days prior to your scheduled date. There are no refunds given 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 due to severe weather 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:** Guests may park in either of the parking areas at the Kemper Outdoor Education Center. Parking or driving on the grass is prohibited.



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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 \_\_\_\_\_

<b>Site Rental (First 4 hours)</b>		<b>\$700.00</b>	
\$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 <sup>st</sup> hour	Photography Permit	\$ _____	
\$75 – 1 <sup>st</sup> 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	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	\$ - _____	
<b>Balance Due</b>		<b>\$ _____</b>	
<b>(Please pay entire balance 2 weeks prior to your reserved date).</b>			

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 information for weddings at the Kemper Outdoor Education Center. 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, and any other persons in any other way connected or associated with Kemper Outdoor Education Center from any and all liability of any nature for injury or damage resulting from the rental of Kemper Outdoor Education Center property and I expressly assume the risk of such damage or injury. I agree to pay any balance owed thirty (30) days 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 \_\_\_\_\_