

The Gardens at Hedrick Medical Center—Guidelines for Use

Thank you for your interest in using The Gardens at Hedrick Medical Center (HMC). We are pleased to make The Gardens available for meetings or special events. However, because the area is used by patients and is adjacent to the hospital, there are some restrictions placed upon its use.

To Rent The Gardens at HMC

1. Check availability with Lindy Chapman, Foundation Officer, 660-214-8107 or email linchapman@saint-lukes.org
2. Review the Guideline for Use.
3. Complete the Rental Agreement and submit it with payment for Damage Deposit.
Credit card or checks made payable to HMC.

Hedrick Medical Center
ATTN: Lindy Chapman
2799 N. Washington Street
Chillicothe, Missouri 64601

Available Hours to Rent: 7:00 am to sunset or 8:00 pm (whichever occurs earlier)

Reservation Information and Requirements

- All persons reserving The Gardens at HMC must be 21 years old and are responsible for the event and for the conduct and behavior of the group attending the event.
- HMC reserves the right to refuse any application.
- HMC is not responsible for any lost, damaged or stolen items.
- HMC reserves the right to limit the number of people entering the premises for safety reasons and crowd control.
- HMC is not responsible for any injury or illness that may occur.

Garden Policies

- Meetings and special events may be held at The Gardens, but no political campaigning/fundraising events.
- Access to The Gardens for events is requested as follows: Any items that need to be brought in for the event should be brought in via the South Entrance sidewalk (next to the Medical Office Building.) Event attendees are requested to enter events in The Gardens through the South Entrance. The doors from the hospital to The Gardens are locked between 9:00 pm and 6:00 am each day.
- Decorations must be approved in advance by HMC and should be limited to table decorations and free standing decorative elements. Nothing can be adhered to any surface areas in The Gardens. No staked tents may be used in The Gardens.
- Children attending an event are required to be under adult supervision at all times.
- No bikes, scooters, skateboards, rollerblades, golf carts, etc. are permitted in The Gardens.
- No beverages shall be served in glass containers.
- No confetti, silly string, glitter, rice, birdseed, paint, or fireworks can be used.
- No candles or anything with an open flame may be used.

- All printed materials using The Gardens of HMC logo must be presented to HMC for approval prior to final printing.
- ***Smoking, vaping, and any other tobacco use is strictly prohibited in all areas. This includes the parking lots. A \$200 fine will be charged to the renting party for any evidence of tobacco use in conjunction with the event.***
- Restroom facilities are provided near the Pavilion. Access to restroom facilities in the hospital is limited to emergency situations. No additional portable toilets may be brought in to The Gardens without prior approval.
- Your event is exclusive to The Gardens area. Please make alternative plans in case of inclement weather – hospital access will be limited to emergency situations.
- Pets are not permitted in The Gardens.
- Parking will be limited to designated areas. At no time may vehicles block the fire lane to the south of the Medical Office Building.
- If a sound system is used during the event, the speakers must be turned away from the hospital and the volume must be low enough to not disturb the patients.
- Individuals disturbing the operation of the hospital will be asked to leave.
- The hospital helipad is located to the north of The Gardens. In the event of a helicopter landing, your event may be interrupted for a brief period during landing and takeoff.

Charges, Deposits, and Payments

- The signed Rental Agreement, Damage Deposit and credit card information must be received before the rental is confirmed and the date reserved.
- Payment of the full Rental Fee must be received 14 days before the reservation date.
- A full, partial or no refund of the Security Deposit will be given following an assessment of the area used for the event. The assessment is based on any maintenance costs and/or damages incurred during the event. If there are costs due to damages or losses that exceed the Damage Deposit, that amount will be billed to the credit card of the renting party as soon as possible.
- Payment may be made by cash or credit card.
- Cancellation with less than 14 days notice will result in the loss of the initial deposit. HMC reserves the right to adjust refunds based on unforeseen circumstances.
- If HMC must cancel the reservation prior to the date of the event due to reasons outside of HMC's control, the entire deposit will be refunded.

Clean Up (for parties that did not make advance arrangements with HMC)

- Renting parties are responsible for returning The Gardens to the condition it was in when they arrived.
- All food and beverage debris, decoration supplies, and other trash must be picked up, bagged, and tied shut and placed in the on-site trash containers to the south of the Medical Office Building or removed from the property.
- Basic cleaning supplies will be available for use in the Pavilion's maintenance room.
- Wipe down tables and chairs, if necessary, and wipe up any spills.

Alcoholic Beverages

- Alcoholic beverages (beer, wine and champagne only) are allowed with prior notice. All beverages must be served in a non-breakable cup and an un-original container.
- Renting parties must obey all applicable laws of the State of Missouri and the City of Chillicothe, including the prohibition of serving minors and intoxicated persons.
- No alcohol may be sold on the premises without first obtaining a license from the City of Chillicothe.
A copy of this license must be provided to HMC prior to the event.
- Alcoholic beverages may not be taken into the hospital building or out of the boundaries of The Gardens.
- No person under the age of 21 shall be served alcohol under any circumstances.
- If negative comments or inappropriate behavior are observed by patients, staff or hospital visitors regarding alcohol usage, the rental party will be asked to discontinue serving alcohol. If the behavior continues, the party will be asked to leave.