



PARK PAVILION/FACILITIES RESERVATION PERMIT

Your paid park reservation permit guarantees the listed facility is reserved for your group. Have this form with you on the day of reservation.

TODAYS DATE ORGANIZATION
DATE OF EVENT CONTACT PERSON
TIME TO: ADDRESS
OF PEOPLE CITY
PHONE CELL
E-MAIL ADDRESS:

RESERVATION PURPOSE: (X)

Family/class reunion Picnic Party Graduation Scouts
Church activity Athletic event Wedding/rehearsal/shower/anniversary - (circle)
Community event (specify) Special request (specify)
Other (specify)

Table with 4 columns: SHELTERS, #OF TABLES, CAPACITY, SHELTERS INCLUDE:
Clear Lake Park: Johnson Pavilion (60 tables, 360 capacity), Beach House (11 tables, 66 capacity), Bandshell (9 tables, 50 capacity)
Memorial Park: Octagon (10 tables, 60 capacity), Regular (6 tables, 36 capacity)
Maplewood Park (8 tables, 50 capacity)
Loon Lake Park (6 tables, 42 capacity)
Northeast Park (25 tables, 150 capacity)
Northwest Park (8 tables, 48 capacity)
Southview Park (5 tables, 30 capacity)
Trowbridge Park (Electricity/Restroom)
University Park (12 tables, 72 capacity)

EVENT REQUEST

Gate key - \$25.00 deposit Entertainment Sound amplification
Barricades Extra picnic tables (fee applies) Extra waste receptacles

USER - SPECIAL REQUEST

*Inflatables *Tent/stage set-up *Temporary fencing
*USER REQUIRED TO CALL 811 (GOPHER STATE ONE CALL) FOR LOCATES BEFORE STAKING OR DIGGING

Alcohol Beverage Permit - Permit holders are reminded Minnesota Statutes regulates against the sale of alcoholic beverages. Quantity Keg(s) Cans (glass containers prohibited in Parks)

To report any electrical problems in the park during your reservation, please call 835-9718

Cancellation Policy: Reservations cancelled for any reason, including inclement weather, will be assessed a 25% administrative fee.

Approved by:
Applicant Signature

Finance Code: 101-34785 User Fee\$ Cash Check Cr.Card

PARK RESERVATION FEES/PAVILION RENTALS/MISC. PARK FEES/COMMUNITY ROOM		
Requested private use of picnic tables <i>not</i> at parks (service only available to City residents for use within City limits)	\$	5.00
Extra tables requested when reserving parks	\$	15.00
Adult Men's Slow Pitch Softball Team Fee	\$	25.00
Adult Sand Volleyball	\$	15.00
Athletic Tournaments		
Non-Resident User Fee	\$	115.00
Facility Rental Fee - per team	\$	10.00
For non-team events or tournaments, a \$1.00 per individual entrant fee shall apply.		
All labor & materials for tournaments shall be at cost plus 15% including overtime		
rate if applicable to be set annually by Park Director.		
Park Gate Key deposit (refunded upon return of the key)	\$	25.00
Concession Stand Expenses		
0-8 teams	\$	40.00
9-16 teams	\$	65.00
17-24 teams	\$	95.00
over 24 teams	\$	140.00
Cancelled park reservations administrative fee		25% of park reservation fee
JOHNSON PAVILION (CLEAR LAKE PARK)		
4 hours (1/2 Pavilion can be rented for 1/2 fee)	\$	70.00
All Day (1/2 Pavilion can be rented for 1/2 fee)	\$	135.00
NORTHEAST PARK PAVILLION		
4 hours (no half rental)	\$	50.00
All Day (no half rental)	\$	90.00
CLEAR LAKE PARK/NORTHEAST PARK COMMERCIAL FEE		
Entire Park	\$	560.00
STANDARD SHELTER (ALL OTHER SHELTERS)		
4 hours	\$	25.00
All Day	\$	45.00