



**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) \_\_\_\_\_

SHELTERS	#OF TABLES	CAPACITY	SHELTERS INCLUDE:
<b>Clear Lake Park</b>			
_____ Johnson Pavilion	60	360	Electricity/Restrooms
_____ Beach House	11	66	Electricity/Restrooms
_____ Bandshell	9	50	Electricity
<b>Memorial Park</b>			
_____ Octagon	10	60	Electricity
_____ Regular	6	36	Electricity/Restroom
_____ <b>Maplewood Park</b>	8	50	Electricity/Restrooms (Upper restroom upon request)
_____ <b>Loon Lake Park</b>	6	42	Electricity/Restroom (Key required)
_____ <b>Northeast Park</b>	25	150	Electricity/Restroom
_____ <b>Northwest Park</b>	8	48	Portable restroom
_____ <b>Southview Park</b>	5	30	Portable restroom
_____ <b>Trowbridge Park</b>			Electricity/Restroom
_____ <b>University Park</b>	12	72	Electricity/Restroom

**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**

**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.

Applicant Signature \_\_\_\_\_ Approved by: \_\_\_\_\_

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

**IF COMPLETED ON-LINE, E-MAIL TO: [WASECAPARKRESERVATIONS@CI.WASECA.MN.US](mailto:WASECAPARKRESERVATIONS@CI.WASECA.MN.US)**