

For Medical Emergency, call 911. For other issue or concern while using the Pavilion/Shelter, call (320) 256-7211. Stearns County Dispatch may answer this call but will forward your message to the Melrose Police Department.

PARK RENTAL APPLICATION & AGREEMENT 2020

CITY OF MELROSE

225 1st St NE Melrose MN 56352

Phone: 320-256-4278

Fax: 320-256-7766

Renter: _____

Address: _____

Daytime Phone: _____

Date of Shelter Use: _____

Email Address: _____

OFFICE USE ONLY

Rental Fee Received: _____

Deposit Received: _____

Date Key Issued: _____

Key Issued To: _____

Date Key Returned: _____

Deposit Returned: _____

SAUK RIVER PARK PAVILION

Park Shelter Rental – No designated section of Park needed; not a large event - \$100.00 rental fee plus \$100.00 refundable deposit for key and clean up/damage deposit

Park Shelter Rental - Large Events (over 200 attendees) and/or requiring a designated area Park Shelter & designated section of the park (fundraisers; non-profit organizations) - \$150 Plus \$100 Refundable Deposit for key and clean up/damage deposit.

Park Shelter & designated section of the park (personal functions; for profit organizations) - \$200 Plus \$100 Refundable Deposit for key and clean up/damage deposit.

Large events (over 200) \$300 Plus \$100 Refundable Deposit for key and clean up/damage deposit. City may require general liability coverage.

Reservation: Renters are encouraged to secure an official reservation as soon as possible. Your request to reserve a date will be honored when the Park Rental Application & Agreement form has been completed and returned to the City Office along with payment for the rental fee. Deposit for key & clean up may also be included in your payment. However, please provide two separate checks; one for the rental fee and another for the key & clean up deposit. ***The 2nd check will be held and given back to you provided key is returned and clean-up of shelter was satisfactory.***

Name & address of the group, association or organization sponsoring the activity, if different from the applicant: _____

Type of Activity or Use: _____

Is alcohol being provided by host? Yes _____ No _____

Approximate time period of function: _____

Estimated attendance at this activity: _____

List other information regarding activity: _____

PARK RULES

- The Park is open from 7:00 am - 11:00 pm
- **ALCOHOL**
 - If alcohol will be sold at your event, contact the City Clerk regarding requirements.
 - If the host will be providing alcohol to the guests, liquor liability coverage of one million dollars will be required and a Certificate of Insurance presented to the City with the City listed as additional insured and returned with your Park Rental Application & Agreement form. The Renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.
 - If your guests are bringing their own alcohol, you may still wish to consider purchasing the insurance; however, the City does not require any certificate of insurance.
- **NO GLASS BOTTLES OR CONTAINERS ALLOWED IN THE PARK**
- **NO DEEP FRYING IN KITCHEN OR ON CONCRETE; DEEP FRY ON GRASS AREA ONLY**
- Put "Reserved for Private Party" signs on outside of pavilion (2 signs)
- Park vehicles in parking lots only – STAY OFF THE GRASS
You are permitted to drive up to the pavilion to drop off food or supplies with a light truck or car. The sign is posted to prevent other traffic from driving on this path.
- Overflow parking is available in City parking lot on 1st St NE – west of the dam
- **Picnic tables must stay in the shelters – DO NOT MOVE**
CLEAN UP ON SAME DAY AFTER USE (must provide own cleaning supplies)
- Put all garbage in trash receptacles
- Wash off all counter surfaces and picnic tables after use
- Refrigerator must be completely emptied and wiped clean
- Sweep the floor - broom is provided and located behind door in activity area
- Put the two "Reserved for Private Party" signs back in the kitchen
- Lock the door when leaving

THE DEPOSIT WILL NOT BE REFUNDED IF GLASS BOTTLES WERE UTILIZED, SHELTER IS NOT CLEANED SATISFACTORILY UPON INSPECTION, OR IF THE KEY HAS BEEN LOST. Initial:

Cancellation: Rental fees and deposit will be refunded in full if cancellation notice is received 60 days prior to the event. If wishing to cancel less than 60 days from the event, the renter has the option to schedule for another date with exception of weather conditions of which there is no refund or rescheduling option.

I have received a copy of these rules and expectations per this Agreement.

Signature: _____
Renter's Name

Date: _____

Signature: _____
City Administrator or Designee

Date: _____

Application sent: _____ This signed form needs to be returned promptly with payment (and Certificate of Insurance if required.) Please retain a copy of this Agreement for future reference regarding Park Rules and instructions for Clean-up of Park following your event.

The Renter will be notified promptly if there is any reason why approval is not given to rent the Park shelter and fees/deposits will be returned.