

# Outdoor Facility: 2021 RENTAL APPLICATION

**Reservations are not accepted over the phone.**

Please complete and return this application including payment in person with cash, check (more than 30 days before event) or credit card. Fees include tax and are priced for residents or non-residents.

**PARK BUILDINGS** — Building rental includes use of pavilion

CAPACITY: 20	FEE: \$ 54 Res / \$ 84 Non-res	DAMAGE DEPOSIT: \$100
Hamilton Park* — 6101 Candlewood Drive		
Jewell Park — 1400 89th Avenue N		
Monroe Park* — 700 Meadowwood Drive		

CAPACITY: 50	FEE: \$108 Res / \$138 Non-res	DAMAGE DEPOSIT: \$200
Northwoods Park* — 7600 107th Avenue N		
Willowstone Park* — 1909 95th Avenue N		

\*Not available for rent in June, July or August due to summer camps

## PLEASE FILL OUT COMPLETELY:

Which park building and/or pavilion you are renting?

\_\_\_\_\_

If renting Central Park Pavilion or River Park North Pavilion, will you also be renting the kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_

What date you are renting? \_\_\_\_\_

Park hours are 10 AM to 10 PM

List time when you will arrive \_\_\_\_\_

List the time you will leave \_\_\_\_\_

What is the purpose of your event?

\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fee: Rental \$ \_\_\_\_\_ + Damage Deposit \$ \_\_\_\_\_ + Kitchen \$ \_\_\_\_\_ + Special Use Permit \$ \_\_\_\_\_  
(if applicable) (if applicable)

Total Due at Reservation: \$ \_\_\_\_\_

Total amount due will be taken at reservation time. It is the renter's responsibility to make sure the pavilion/park building/kitchen is clean, left in good condition, no amplified sound is played and all COVID Guidelines are followed. Failure to comply will result in forfeiting the sound/damage deposit.

CAC Employee: \_\_\_\_\_

## PICNIC PAVILIONS

CAPACITY: 20	FEES: \$ 27 Res / \$ 57 Non-res	DAMAGE DEPOSIT: \$100
College Park — 8233 West Broadway Avenue N		
Edinbrook Park — 2900 Edinbrook Parkway		
Orchard Trail Park — 5401 Oxbow Creek Drive		
Pinebrook Park — 9432 Fallgold Parkway		
Village Creek Park — 5601 Village Creek Parkway		
Trinity Gardens — 9041 Prestwick Parkway		
Willows of Aspen Park — 9838 Fallgold Parkway		

CAPACITY: 40	FEE: \$ 44 Res / \$ 74 Non-res	DAMAGE DEPOSIT: \$100
Hamilton Park — 6101 Candlewood Drive		
Hartkopf Park — 7324 Hampshire Avenue N		
Jewell Park — 1400 89th Avenue N		
Monroe Park — 700 Meadowwood Drive		
River Park South — 101 83rd Avenue N (under construction)		
Willowstone Park — 1909 95th Avenue N		

CAPACITY: 50	FEE: \$ 54 Res / \$ 84 Non-res	DAMAGE DEPOSIT: \$200
Brookdale Park — 7650 June Avenue N		
Lakeland Park — 6901 66th Avenue N		
Northwoods Park — 7600 107th Avenue N		

CAPACITY: 60	FEE: \$108 Res / \$138 Non-res	DAMAGE DEPOSIT: \$300
Bur Oak Grove* (N) — 10251 Douglas Drive N		
Pin Oak Grove* (S) — 10251 Douglas Drive N		

\*Amplified sound available with rental of both pavilions

CAPACITY: 150	FEE: \$215 Res / \$245 Non-res	DAMAGE DEPOSIT: \$300
Central Park — 8440 Regent Avenue N		
Central Park with Kitchen — additional \$50 fee		
River Park North — 101 83rd Avenue N		
River Park North with Kitchen — additional \$50 fee		

# Outdoor Facility: QUESTIONNAIRE

This must be completed along with the Outdoor Facility Application:

1)	Is this a public church event, school event, race or walk, fundraiser, carnival, tournament or other event that is open to the public? <i>(Please circle yes or no at right.)</i>	YES	NO
		YOUR INITIALS:	
	1a) If yes, what is the event? <i>(Other permits and liability insurance may be required)</i>	EVENT:	
2)	How many people do you expect? <b>Capacity must be kept at or below the maximum listed on the application.</b> <i>I understand this rule and agree that if I violate this rule, my damage deposit will not be returned:</i>	# PEOPLE EXPECTED:	YOUR INITIALS:
3)	No radios, boomboxes, recorded music, loudspeakers, DJ, live music or sound-amplifying equipment are allowed (EXCEPT OAK GROVE WITH BOTH SHELTERS AND SPECIAL-USE MUSIC PERMIT). <i>I understand this rule and agree that if I violate this rule, my damage deposit will not be returned:</i>	YOUR INITIALS:	
	3a) Are you renting both shelters at Oak Grove <u>and</u> having music? <i>(Please circle yes or no at right.)</i> <i>I understand that I must rent both shelters at Oak Grove Park and pay the special use music permit fee of \$35 and use the sound system provided by the Recreation office.</i>	YES	NO
		YOUR INITIALS:	
4)	Will you be having alcohol at your event? <b>(ALCOHOL ONLY ALLOWED AT: Central Park, River Park North and Oak Grove Park)</b>	YES	NO
5)	Are you having inflatable play equipment at your event? <i>(Please circle yes or no at right.)</i>	YES	NO
	5a) If yes, a Special Use Permit with a fee of \$25 and liability insurance is required. Brooklyn Park does not allow stakes to be used to secure inflatable play equipment. Inflatable play equipment must be secured with weights. <i>I understand these rules and agree to pay the Special Use Permit Fee of \$25 and understand that if I violate this rule, my damage deposit will not be returned:</i>	YOUR INITIALS:	
6)	Are you having a dunk tank? <i>(Please circle yes or no at right.)</i>	YES	NO
	6a) If yes, a Special Use Permit with a fee of \$25 and liability insurance is required.	YOUR INITIALS:	
7)	Are you putting up a large tent or canopy at your event? <i>(Please circle yes or no at right.)</i>	YES	NO
	7a) If yes, a Special Use Permit with a fee of \$25 and liability insurance is required. Brooklyn Park does not allow stakes to be used to secure tents. Tents must be secured with weights. <i>I understand these rules and agree to pay the Special Use Permit Fee of \$25 and understand that if I violate this rule, my damage deposit will not be returned:</i>	YOUR INITIALS:	
8)	If you are found to be not in compliance with the listed capacity of your rental location, or if you do not follow the MN COVID Guidelines in effect on the date of this rental, you may forfeit your damage deposit. <i>I understand this rule and agree that if I violate this rule, my damage deposit will not be returned:</i>	YOUR INITIALS:	
9)	When renting the kitchen, I agree to remove all food and cooking items, wipe off and clean kitchen counter and refrigerator (supply your own cleaning supplies, i.e. dish towels, soap) and place all trash and debris in appropriate receptacles. You may pick up the key 2 days prior to your rental Mon–Thurs, 8 AM–8:30 PM or Fri 8 AM–4:30 PM from the Community Activity Center. <i>I understand this rule and agree that if I violate this rule, my damage deposit will not be returned:</i>	YOUR INITIALS:	

I have read the Renter's rules and regulations, Cancellation and Refund Policy, and this contract. I understand that any agreement granted would be subject to the Renter's rules and regulations for use of Recreation and Parks Facilities included in this packet. I hereby agree that these rules shall be strictly observed. If these rules are not followed, the City of Brooklyn Park may retain my damage deposit, in portion or in whole, and the privilege to rent a Brooklyn Park facility may be revoked. I accept entire responsibility for the enforcement of these rules and agree to protect the Recreation and Parks facilities and indemnify the City of Brooklyn Park of any damage due to the use of the facility covered by this agreement. I also understand that this agreement may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever. I further agree to protect, indemnify, save and hold harmless the City of Brooklyn Park and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the facilities requested in this application. I understand that the Recreation and Parks Department often take pictures of facilities that are used for brochures and marketing in which I grant permission.

SIGNATURE: \_\_\_\_\_ Today's date: \_\_\_\_\_

# Facility Rental: RULES AND REGULATIONS

## RULES AND REGULATIONS

1. The individual named on the permit, and/or group to whom the permit is issued, shall be held jointly responsible for use to which a facility permit is granted and shall accept responsibility for damage to City property.
2. The City assumes no liability for loss of personal property, damage, injury, or illness incurred by individuals or groups when Park and Recreation facilities are being used for a permitted activity.
3. The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruption of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.
4. The use of facilities shall be restricted to those spaces specifically requested on the permit application. Other groups or activities may take place at the same time at another shelter or area in the park. Groups are asked to have respect for each other's space.
5. The signer of the rental form must be on site during the event and shall assume full responsibility for any unlawful act committed. No person who has not attained the age of 21 years shall be allowed to rent a facility.
6. No markings or the application of materials to walls, ceilings or floors of park buildings shall be permitted.
7. Tents, inflatable play structures or other structures with stakes, tarps, or portion thereof attached to the facility are prohibited. Free standing canopy tents, and inflatable play structures, are permitted and may be secured with sandbags or weights. **A special use permit and user fee is required.**
8. *No radios, boomboxes, recorded music, loudspeakers, DJ, live music or sound amplifying equipment are allowed in any park or park shelter, except by special use permit only, and only at Oak Grove Park. Your damage deposit will be forfeited if this ordinance is not followed.*
9. All parks in Brooklyn Park are tobacco free. No tobacco use, including smokeless tobacco, is allowed on park property.
10. All rules and regulations stated in the policy are subject to all restrictions defined in the City Ordinance: "Park Rules and Regulations" (copies available upon request).
11. Equipment or materials brought in by groups should be brought in the day of rental and taken out the same day or night. No storage of personal property is allowed.
12. All Keys must be returned the next business day after your event or damage deposit will be forfeited.
13. Parking on grass or driving on trails is strictly prohibited.

## SHELTER CLEAN UP

14. Wipe off tables and benches as needed, place trash in containers, or haul away, anything else necessary to leave the facility in a clean and orderly fashion. **Clean up of the facility is the responsibility of the renter. It is your responsibility to make sure the shelter is left in good condition for the next renter. We recommend documenting your site when leaving by taking photos with a time stamp.**
15. Please double check that all doors are locked before you leave. If the building is left unsecured and vandalism occurs, you will be held responsible.
16. If additional staff time, beyond that necessary for normal cleaning, is required to clean the facility, an additional charge for personnel and cleaning supplies will be deducted from the damage deposit.
17. Applicants are required to remove, at their expense, materials, equipment, furnishings or garbage that cannot be contained in the trash receptacles provided. No equipment or supplies may be left beyond end time on permit.

## CANCELLATION AND REFUND POLICY

18. No refunds due to rain or inclement weather. Cancellations with more than a 30-days' notice will receive an 80% refund. Cancellations with less than a 30-day notice will receive no refund unless that date is re-rented, then 80% refund.

## OCCUPANCY

19. Each facility has a maximum occupancy limit. **If this occupancy is exceeded damage deposit will be forfeited.**

## DAMAGE

20. In the event of damage to the premises, the damage will be documented with photos and any repair bills will be taken from damage deposit. If repairs exceed damage deposit amount, balance will be invoiced to the applicant named on the reservation application.
21. A damage deposit, in addition to the rental fee is required. The deposit payment is required at the same time the rental fee is submitted.

## LIABILITY

22. All rental groups using the facilities will be required to sign a waiver of liability on the rental contract form.
23. A Certificate of Insurance is required to cover the use of specialized equipment, walks/runs or special events open to the public. **A special use permit and user fee is required.**
24. **Special use permits are required for the following (but not limited to): dunk tanks, games/carnival activities, inflatables, and run/walk/bike events.**

*I understand that any agreement granted would be subject to the Renter's Rules and Regulations for use of Recreation and Parks Facilities included in this packet. I hereby agree that these rules shall be strictly observed. If these rules are not followed, the City of Brooklyn Park may retain my damage deposit, in portion or in whole, and the privilege to rent a Brooklyn Park facility may be revoked.*

SIGNATURE: \_\_\_\_\_ Today's date: \_\_\_\_\_

# Special Use Permit: INFORMATION SHEET

Special use permits are required for the following activities:

- Music • Dunk tank • Games/carnival activities • Inflatables • Race/walk/bike events

Notes: These activities are only permitted at specific locations, not all sites can accommodate these activities. Please make sure that you obtain permission for specific activities in designated parks prior to booking your event.

- Generators, balloons, or auxiliary tents are not permitted in Brooklyn Park parks.
- An administrative fee is required for each Special Use Permit: \$35 for music and \$25 for all others.
- A certificate of liability insurance is required for any inflatable devices: dunk tank, large tent or race/walk/bike permits issued. Minimum insurance requirements include, but are not limited to, general liability of at least \$2,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 food product liability per occurrence (if applicable) and fire/property damage in the amount of \$300,000 per occurrence. The required insurance certificate must name City of Brooklyn Park, its officials, agents, employees and volunteers as additional insured. A copy of the Certificate of Insurance that verifies such insurance is in full force throughout the term of the permit must be submitted to the City of Brooklyn Park Recreation Department office two weeks (14 days) prior to the scheduled event. Permit holder shall furnish the City with Certificate of Insurance. Failure to submit the Certificate of Insurance two weeks prior to the event will result in cancellation of the Special Use Permit. No exceptions.

---

To receive consideration and approval for a Special Use Permit, please complete the attached application form and fax or mail to:

**City of Brooklyn Park Recreation Department**  
**Attn: Special Use Permit for Park Shelters**  
**5600 85th Avenue North**  
**Brooklyn Park, MN 55443**  
**Fax: 763-493-8253**

- Special Use Permit requests must be received at least two weeks prior to event date.
- Permit approval or denial notice will be mailed or faxed to Permittee within 7 days of receipt of request.
- Special Use Permit requests not received within two weeks of the event will be assessed a \$25.00 late fee.

Please note: Special Use Permit approval letters will not be processed without facility reservation fee and Special Use Permit fee(s). Please enclose payment or indicate a credit card payment with special use permit application. For your convenience, we accept Visa, MasterCard, Discover or American Express.

# 2021 Special Use Permit: APPLICATION

PLEASE PRINT CLEARLY

Name of Organization, if applicable \_\_\_\_\_

Picnic Shelter and/or building renting \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Date of event \_\_\_\_\_ Park requested \_\_\_\_\_

Please describe your special use activity in detail: \_\_\_ Inflatables \_\_\_ Dunk Tank \_\_\_ Music (only in Oak Grove with both shelters)

Other: \_\_\_\_\_

If you are doing a carnival / run / bike event / race, additional information will be required.

Specific time that the Special Use Permit will take place in the park: From \_\_\_\_\_ To \_\_\_\_\_

Does activity require electric hook-up? No \_\_\_\_\_ Yes \_\_\_\_\_ if yes, how many? \_\_\_\_\_

Does activity require water hook-up? No \_\_\_\_\_ \*Yes \_\_\_\_\_

\*Customers bringing in a dunk tank will need a water spigot handle to turn on the water outside of the restroom building, which will need to be picked up at the office. A \$25 key deposit is required for water spigot handle. We do not provide water hoses to fill dunk tanks.

For office use only:

Activity #999015

Amount due: \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit card number \_\_\_\_\_ Exp \_\_\_\_\_

Name on card \_\_\_\_\_