

Marshall Community Services
Marshall Parks Department
344 West Main Street, Marshall, MN 56258
507-537-6767

Rules and Regulations Regarding Use of Marshall Parks for Special Events/Weddings

1. Reservations are taken on a first-come, first serve basis. Reservations are accepted beginning the first working day in January of each year.
2. Reservations are accepted in person or by phone between the hours of 8:00 A and 5:00 P at Marshall Community Services (MCS), 344 West Main Street, Marshall, MN 56258. The telephone number is (507) 537-6767.
3. Rental fee:
 - a. Liberty Park bandshell - \$150 per day for bandshell (plus \$50 damage deposit.) Renting the Liberty Park bandshell includes park benches that are arranged for weekly band concerts. If renter desires to move benches to the back of the bandshell, renters may do so but the benches may not be removed from the park. Renter is responsible for returning the benches to the original location after the event. Renter may pay the City to have the benches moved for an additional fee of \$100.
 - b. Liberty Park gazebo and Independence Park gazebo - \$25 per day for the gazebo (plus \$25 damage deposit.)
 - c. Independence Park, Justice Park & Legion Field Park shelters - \$25 fee (plus \$25 damage deposit) per ½ day for Marshall residents, \$30 fee (plus \$30 damage deposit) per ½ day for non-residents.

The shifts are 10:00 A – 5:00 P and 5:00 P – 10:00 P

Rental fee reserves the park shelter. The shelter at Freedom Park is available on a first-come, first serve basis, with no fee. Rental payments should be made to the City of Marshall via MasterCard, Visa or Discover, cash or check, a minimum of two weeks before the event. MCS requests (2) checks, one for the fee and one for the deposit. Upon payment, renter will receive a shelter/park permit. The deposit check will be returned after the event, provided there is no damage to park grounds, park furniture or park fixtures as a result of the event. There also should be no complaints on the condition of the park received from the Parks Superintendent.

4. Dates and hours on the reservation form must include set-up, take-down and cleaning time.
5. All cancellations must be made through MCS.
6. All City parks close at 10:30 P.
7. Music/noise must be kept at a level that will not offend other park users or neighboring residents.
8. To the extent that special events/wedding activities are allowed in Marshall parks, such activities must be conducted in a manner which does not unreasonably interfere with the enjoyment of the park by members of the public who are not involved in the special event/wedding. Areas cannot be roped off or otherwise isolated from general public access.

9. The City of Marshall is not responsible for setting up or taking down rental equipment, nor is it responsible for any rental equipment delivered to the site.
10. There can be no setting up of temporary structures.
11. Tents may be allowed with the approval of the Parks Superintendent. It is the renter's responsibility to call the Gopher Hotline at 1-800-252-1166 for location of power lines.
12. If chairs or additional picnic tables are needed, it is the responsibility of the renter to obtain, transport and remove them from the site.
13. Absolutely no drugs or illegal substances are allowed on City property. Alcohol is allowed with a permit – no glass containers. Underage consumption of alcohol is not legal at any location. If having kegs of beer, the damage deposit will be \$40 (\$45 for non-residents) instead of \$25.
14. The renter hereby agrees to hold MCS and its employees harmless of any and all liability and loss which the renter, his/her guests or vendors may suffer or incur by reason of any injury to or death of any person, or damage to any of the renter's property, caused by the renter's vendors, employees or guests on park premises.
15. No motorized vehicles are allowed in the City parks.
16. All activities that could damage park lawns are restricted.
17. The throwing of rice or other materials is prohibited.
18. In case of inclement weather, alternate sites are not included in this rental agreement. It is recommended to have a back-up plan in place. Rainouts: Full reimbursement may be made if a reservation is not used due to rain. MCS must be notified on the first business day after the scheduled event. Failure to do so will result in the forfeiture of the fee.
19. No objects such as tacks, staples, wires, nails or tape of any kind may be affixed to any plants, trees, or any structures in the parks.
20. No event or directional signs are allowed.
21. There are no maintenance staff members on-site. Special event/wedding planners may want to check the park before the event to see if the area requires additional cleaning.
22. Parking is limited at all parks. Illegal parking is subject to ticketing and towing at the owner's expense. Park only in designated areas. Parking is not allowed on grass.
23. All pets must be on a leash in a city park. Persons with pets must clean up after the pets.

Updated August 2009