

# Richfield Bandshell



City of Richfield, Recreation Bandshell  
636 East 66<sup>th</sup> ST  
Richfield, MN 55423  
Ph: 612-861-9351  
Fax: 612-861-9388  
[www.richfieldmn.gov](http://www.richfieldmn.gov)



# RICHFIELD BANDSHELL FACILITY PERMIT APPLICATION AND AGREEMENT

Applications can be submitted to the appropriate address below and will be reviewed and responded to within two business days.

**Richfield Ice Arena – Band Shell**  
 636 East 66<sup>th</sup> St, Richfield, MN 55423  
 P: 612.861.9351 F: 612.861.9353  
[rzink@richfieldmn.gov](mailto:rzink@richfieldmn.gov)

APPLICANT CONTACT INFORMATION (day-of contact during the scheduled event(s))		
Organization/Business (if applicable)		
Contact Name		
Home Ph	Cell Ph	Work Ph
Email		
Address, City, St, Zip		
EVENT DETAILS		
Event Description		
Event Date	Start Time (include set-up)	End Time (include clean-up)
Maximum expected attendance _____	Extra portable toilets needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event open to public <input type="checkbox"/> Yes <input type="checkbox"/> No	Usage of Richfield’s P.A. system	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any pony rides, inflatable jumpers, tent, dunk tank, catered food, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No	Any amplified music/P.A. system	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain _____	Concessions/merchandise sales	<input type="checkbox"/> Yes <input type="checkbox"/> No
APPLICANT SIGNATURE		
<p>The lessee agrees that all activities undertaken by lessee or organization as part of the rental agreement, is at lessee or the organization’s sole risk and that the City of Richfield shall not be liable for any claim, demands, injuries, damages, of whatever nature, incurred by the lessee, the organization, or lessee’s property due to the negligence of the City, its agents, or employees, arising out of or connected with the activity related to this rental and that on behalf of lessee or the organization’s lessee represent, expressly releases and discharges the City, its agents, or employees, from such claims, injuries, or damages. I also acknowledge that I have read and understand the “Park Facility Use Guide” and agree to adhere to all rules &amp; regulations set forth and to all City Code. Failure to abide by the terms of the permit or any other applicable laws, rules, city ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution. Richfield Recreation personnel reserve the right to cancel scheduled use at any time prior to or during the event.</p>		
Signature: _____		Date _____

# Richfield Bandshell Rental Policies

A. Priority usage

1. The Richfield Bandshell shall be used primarily for City of Richfield performing arts programs and special events sponsored by the Parks and Recreation Division.
2. On a space available and logistics basis, business or private rental use will be made available.

B. Events/Activities Permitted

1. Rental of the Richfield Bandshell may be used for events as approved by the City of Richfield Parks and Recreations division on an individual basis. General event usage may include church services, weddings, family events, organized performances or events, or business events.

C. Rental Fees (June 1-October 15) excludes Tuesdays & Fridays

Times: M, W, Th = 10am – 8pm & Saturday & Sunday = 9am – 9pm

Bandshell (includes tables, chairs)	2 hours = \$280.00 +1/hour = \$75.00
Audio Equipment (includes: audio technician to run and monitor sound)	2 hours = \$60.00 +1/hour = \$31.00

D. Audio Tech Fee

1. An Audio Tech fee is required:
  - a. City of Richfield’s sound equipment is in use.
  - b. Any highly amplified sound.

E. Reservations and Cancellations

1. Renters will receive a 50% refund if the bandshell agreement is cancelled at least 14 days prior to the rental date. No refunds will be issued for cancellations made less than 14 days prior to an event. Reservations can be rescheduled without charge up to 14 days before reservation date.

F. Rental Equipment and Delivery/Pick-Up

1. All equipment (rental or not) including tables, chairs, linens, dishes, and decorations must be delivered and picked up during your rental period.

G. Food, Beverages, Tobacco

1. No person may sell or offer for sale any product, food or service in any public park without the prior written approval of the recreation services director (City Code Chapter VIII, Section 840.15).
2. The sale and/or consumption of alcohol is not allowed in the City park system (City Code, Section 840.11).
3. Tobacco use is not allowed in the City park system (City Code, Section 840.13).

#### H. Tents/Canopies

1. Use of tents or canopies will require prior approval and can be placed only in areas pre-designated by staff. The use of spikes or stakes is not allowed. Please use weighted buckets or bags.

#### I. Music and Dancing

1. General dancing is not allowed on the bandshell stage floor. The stage is an elevated floor without guard rails, therefore not allowed for general dancing purposes. Dancing may occur on the cement area below the stage or on the grounds.
2. We will allow both live and taped music. Electricity is provided at the bandshell. All City Code requirements for outdoor music must be followed and City staff will monitor sound to ensure the noise ordinance is strictly enforced.

#### J. Sound Equipment

1. Rental parties are not allowed to operate City property, including sound equipment or lighting.
2. If a DJ is hired, they must provide their own complete sound system. A video/audio tech will be required to ensure that the City sound requirements are met.

#### K. Decorations

1. No decorations may be attached to any portion of the bandshell facility. No tape, pins, staples, nails, or gum-like substances may be used on part of the structure. Balloons are not permitted. Silly string or any similar products are not allowed. Rice, glitter, rose petals, sand, and confetti cannot be thrown or used as table decorations. Soap bubbles are allowed.

#### L. Clean up

1. Rental party is responsible for removal of everything brought to the site and for cleaning up the facility and the grounds, including garbage and litter placed into the provided bins.

#### M. Weather

1. No refunds or reschedules will be made due to weather conditions unless the National Weather Service issues an alert about severe thunderstorms, tornado watches or warnings during your rental.

#### N. City Policies and Regulations

1. Permits will only be issued to persons 18 and over.
2. All permits are non-transferable.
3. Reservations may not be sublet to a third party.
4. Use is for permitted facility only. All activities conducted on the City of Richfield property must be in the terms of the permit.
5. All special arrangements must be made at time of application.
6. Groups must provide sufficient, competent adult supervision for the event. Person in charge of the event must be stated on the application, along with pertinent phone numbers.
7. The responsible person of the group holding the permit must have a copy of the paid invoice in their possession while the event is taking place.

8. Starting and finishing times listed on permit must be adhered to. Failure to leave at the designated time could result in additional charges.
9. Failure to abide by the facility use guide, terms of the permit, or any other applicable laws, rules, city ordinances, or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution.