

Picnic Shelter, Park Pavilion and Building Rental – 2019



City of Richfield, Recreation Services
7000 Nicollet Avenue
Richfield, MN 55423
Ph: 612-861-9385
Fax: 612-861-9388
www.richfieldmn.gov

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CONTACT INFORMATION

**Richfield Recreation
Park Shelters & Buildings**

7000 Nicollet Avenue
P: 612.861.9385 F: 612.861.9388
recreation@richfieldmn.gov

**Richfield Ice Arena
Veterans Park Shelter**

636 East 66th Street
P: 612.861.9350 F: 612.861.9353
rzink@richfieldmn.gov

**Wood Lake Nature Center
Emily Day Pavilion**

6710 Lake Shore Drive
P: 612-861-9365 F: 612-861-9367
icevans@richfieldmn.gov

FACILITY RESERVATION

ONLINE BOOKING

The online booking system can check availability, sign waivers, book a facility, take payment and email a confirmation all in one quick process. Visit www.richfieldmn.gov/parkpermits

PAPER APPLICATION

A signed paper application can be emailed, faxed, mailed or dropped off at the appropriate facility (see “CONTACT INFORMATION”). Payment can be included or called in after the facility application is confirmed.

SCHEDULE

Park reservations can be made beginning in in January for the following year. Park shelters and pavilions require booking least one week in advance to secure staff. Please plan time for set-up and clean-up within your reserved time and adhere to the hours of your reservation.

PAYMENT

Payment can be made by cash, check, Discover, MasterCard or Visa.

THE DAY OF YOUR RENTAL

After reservation and payment, you will receive a confirmation that states the hours of your reservation and can be used as the facility use permit. A City staff will prepare the shelter the morning of your event, but likely won’t be on-site at your event start time. Park shelters will be posted with rental information. Should the members of the public be in a shelter at that point, you can ask them to leave while showing your facility use permit. If you have issues with groups not leaving when asked, you can call the non-emergency Public Safety phone number at 612-861-9800.

PARK FACILITY RENTAL FEES

Sales tax is included in the listed fees. If your reservation is tax exempt, you must submit a fully completed ST-3 form in order to receive the tax exempt status. Unless obviously known, the user will be considered non-resident. Proof of residency of 75% or better will qualify for resident rates.

PARK FACILITIES FEE CHART

LOCATION OR FACILITY	FEE
Open Air Picnic Shelters – available in 4-hour blocks, 10:00 a.m. – 10:00 p.m.	
<i>Augsburg, Monroe and Fairwood Parks</i> (recommended for 15-20 people)	\$40.00
<i>Sheridan Park</i> (recommended for 35-40 people, has electricity)	\$80.00
<i>Emily Day Pavilion</i> (recommended for 35-40 people, has electricity)	\$80.00
Shelter Buildings – available at an hourly rate, 10:00 a.m. – 10:00 p.m., 2hr minimum	
<i>Augsburg, Christian, Donaldson</i> (East), Jefferson, Madison and Washington Parks	\$30.00/hr
Veterans Park Pavilion	
<i>Weekends (Friday-Sunday)</i>	
• Day block Fridays & Sundays - 1:00 – 5:00 p.m.; Saturdays 1:30-5:30pm	
○ Per section	\$130.00
○ Entire pavilion (3 sections)	\$275.00
• Night block 6:00 – 9:00 p.m.	
○ Per section	\$100.00
○ Entire pavilion (3 sections)	\$210.00
• Additional hour before 1:00 p.m. or after 9:00 p.m.	\$20.00
<i>Weekdays (Monday-Thursday)</i>	
• Day block from 1:00 – 5:00 p.m.	
○ Per section	\$125.00
○ Entire pavilion (3 sections)	\$270.00
• Night block from 6:00 – 9:00 p.m.	
○ Per section	\$95.00
○ Entire pavilion (3 sections)	\$205.00
• Additional hour before 1:00 p.m. or after 9:00 p.m.	\$20.00/hr
Use of parks for large groups and/or charity walks/runs/rides	
Groups using a substantial portion of park grounds or trail. Activities allowed only if not in conflict with recreation programs.	\$200.00 minimum

OTHER CHARGES

- Other fees may be charged based on requested facilities and size of event.
- All costs of policing, cleaning and restoring park property used pursuant to the permit.
- Potential reimbursement to the City for all incurred cost due to damage caused by the rental.
- Failure to leave facilities at the designated time could result in additional charges.

CANCELLATIONS/RESCHEDULING/REFUNDS

Renters will receive a 50% refund if the shelter 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.

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.

PARK FACILITIES

VETERANS PARK PAVILION

This large open air pavilion is located in scenic Veterans Memorial Park. It is rented in three different sections depending on your needs. There may be other groups renting adjacent sections during your rental time. The entire shelter must be rented if music is to be played, public address unit is to be used or church service is to be held. Each section is 40'x60' and will accommodate 100 people. Electricity is available, as well as ten picnic tables per section, evening lights and building restrooms. Available in blocks of 1:00 – 5:00 p.m. or 6:00 – 9:00 p.m. Additional hours before/after available at an hourly charge (1:30 p.m. is the earliest set-up on Saturdays).



OPEN AIR SHELTERS

Open air picnic shelters provide overhead shelter from sun or rain for small groups in a casual setting with 2-3 picnic tables. They are always available to use for free on a first-come, first-served basis, but a group can be guaranteed usage with a rental permit. Please note that your reservation covers only the sheltered area for your guests; the park amenities are open for the general public's use. Open air shelters are available in four hour blocks of time anytime between the hours of 10:00 a.m. – 10:00 p.m., May-September.

Sheridan Park – 6500 Upton Ave



This is the most frequently requested and largest shelter at 32'x32' and will accommodate 35-40. It also has access to electricity and a large charcoal grill.

Augsburg Park East – 7000 Nicollet Avenue



The east shelter is located in the middle of the park overlooking the open section of the park. Accommodates groups of 15-20 and has a large charcoal grill.

Emily Day Pavilion, Wood Lake Nature Center



Located in the northeast corner Wood Lake Nature Center's Activity Area, this shelter is has access to the nature center's 150 acres and three miles of trails.

Electricity is included but no pets are allowed.

Augsburg Park West – 7000 Nicollet Avenue



The west shelter overlooks the pond and is near a playground on the northwest side of the park. It can comfortably hold 15-20 people and has a large charcoal grill.

Fairwood Park – 6700 Logan Avenue



Located in a neighborhood park with plenty of play features and green space, this shelter accommodates groups of approximately 15-20 people.

Monroe Park – 6710 Irving Ave



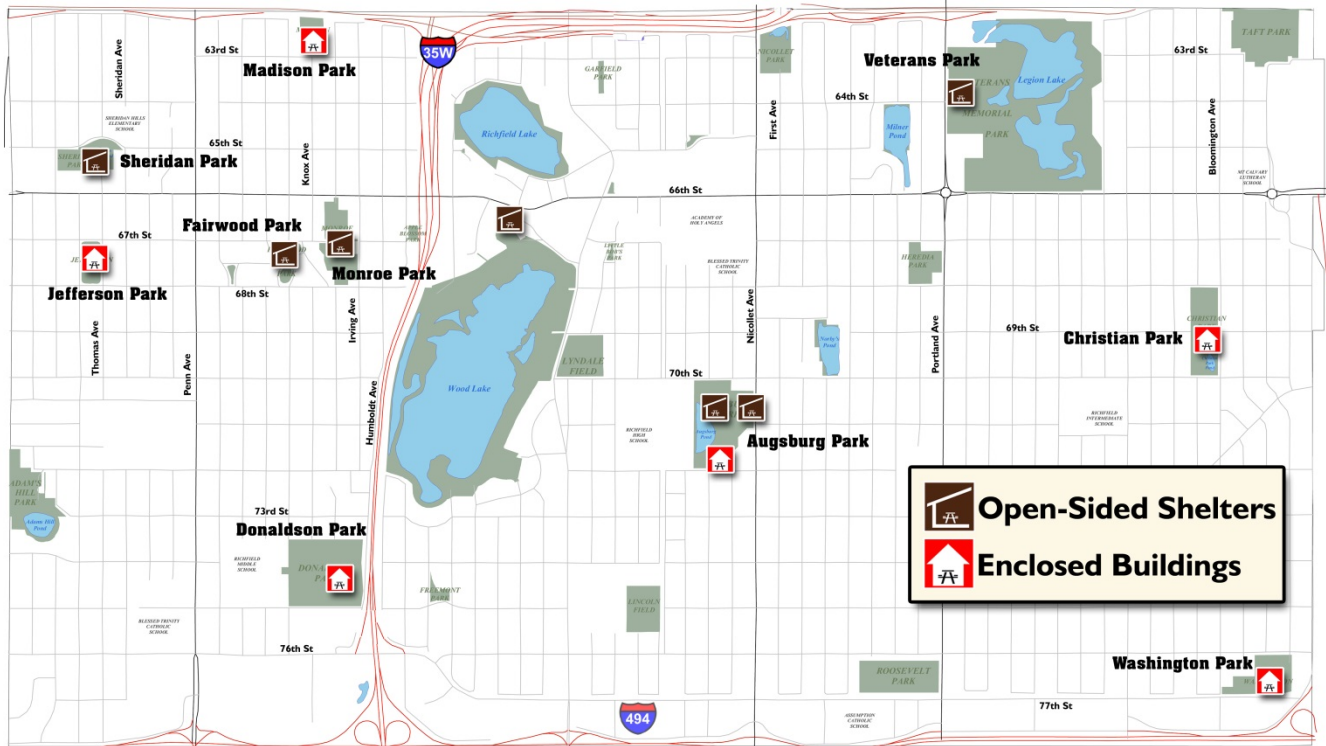
Located in a large park with ball fields and soccer/green space, Monroe park shelter accommodates groups of approximately 15-20 people.

PARK BUILDINGS

The enclosed shelter buildings at Christian, Donaldson, Jefferson, Madison & Washington park buildings are available for rent on a limited basis. These buildings will accommodate approximately 20 people. Electricity, running water and restrooms available in at all shelter. Each building has two banquet tables and fifteen chairs. Christian & Donaldson park buildings are available year-round and Augsburg, Jefferson, Madison & Washington are only available May through September. Buildings can be rented hourly, 10:00 a.m. – 9:00 p.m. on available days and times. Recreation Services conducts programs in some shelter buildings during various seasons of the year and private reservations are not accepted during program hours. See "Facility Amenities" on next page for park attractions.



FACILITY RENTAL MAP



FACILITY AMENITIES LIST

Amenities/Activities	Park Buildings						Open Air Picnic Shelters						Pavilion
	Augsburg Park 7145 Wentworth Ave	Christian Park 6900 Bloomington Ave	Donaldson Park 7434 Humboldt Ave	Jefferson Park 6700 Thomas Ave	Madison Park 6244 Knox Ave	Washington Park 7600 17th Ave	Augsburg Park-East 7145 Wentworth Ave	Augsburg Park-West 7145 Wentworth Ave	Fairwood Park 6700 Logan Ave	Monroe Park 6710 Irving Ave	Sheridan Park 6500 Upton Ave	Emily Day Pavilion WLNC, 6710 Lake Shore Dr.	Veterans Memorial Park 6335 Portland Ave
Capacity – Structure	20	20	20	20	20	20	20	20	20	20	40	40	300
Capacity – Parking Lot	11+70	20	38+95	Street	Street	12	70+11	70+11	Street	Street	Street	99	100+270
Ball Field (#) L=Lights		1	2L	1	1					1	1		
Basketball Court		1	2	½	1	1				1	½		
Charcoal Grill	X						X	X			X		
Electrical Outlets	X	X	X	X	X	X					X	X	X
Mini Golf													X
Pool													X
Pond	X	X					X	X				X	X
Pickleball Courts (#)		4	4			8							
Picnic Tables (#)	1	5	5	3		4	4	4	4	4	4	8	30
Playground	X	X	X	X	X	X	X	X	X	X	X		X
Running Water (cold)	X	X	X	X	X	X						X	X
Tennis Court (#)	6	4	4	2	1	2	6	6	2		2		
Toilet – Portable	X	X	X	X	X	X	X	X	X		X	X	X
Toilet – Indoor	X	X	X	X	X	X							X
Volleyball Court										X	X		X
Walking Paths/Trails	X	X	X	X	X	X	X	X		X	X	X	X

CERTIFICATE OF INSURANCE

When reserving a park facility that includes an inflatable, dunk tank, non-domestic animals, or any other item or activity that may be higher than normal risk, a Certificate of Insurance is required naming the City of Richfield as additionally insured. Insurance requirement is a minimum of \$1,000,000 general liability insurance coverage. Certificate must be provided prior to reserving the facility.

ACCOMMODATION FOR DISABILITIES

Upon request, a copy of this document can be made available in alternative formats (such as large print, audio recording, qualified readers, etc.) to accommodate those with disabilities. Please contact the Recreation office at 612-861-9385 to make such a request.

RENTER'S RIGHTS AND PRIVILEGES

Groups with permits have the right to enjoy their site or facility for the time indicated on the permit; the park area does remain open to the public. Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If renters have issues with groups not leaving when asked, they can call the non-emergency Public Safety phone number at 612-861-9800.

If no permit for a site is presented, the facilities are available on a first-come first-served basis. A permit does not provide for exclusive use of restrooms.

RENTER'S RESPONSIBILITY

The applicant needs to be in attendance at the event during the time specified on the permit and have it in their possession. The renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage.
- Maintenance of the premises during the scheduled use.
- Cleaning of refuse and debris and disposing in trash receptacles.
- Security to maintain order during and after the event.

Persons using the outdoor park areas at any City park will be held responsible for observing the City of Richfield Ordinances. Please share relevant park information with your guests prior to scheduled use.

CATERING/FOOD TRUCKS AND MERCHANDISE SALES

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. (Added, Bill No. 2010-20), per City Code Section 840.15

- Catering is allowed in the City park system.
- Contact the Recreation Services Department if any items will be sold at your event.
- Direct questions regarding food licenses to the Business Licensing division 612-861-9870 or jmitchell@richfieldmn.gov.
- All vendors handling food must submit a permit application a minimum of ten business days prior to the event. The application should include a copy of the appropriate food license and Certificate of Insurance if applicable.
- Event organizers/coordinators cannot grant permission for vendors without the individual vendors applying for a temporary food permit.
- Permits, once approved, are good for only one event.

ALCOHOL & TOBACCO USE PROHIBITED

- The sale and/or consumption of alcohol is not allowed in the City park system (City Code, Section 840.11).
- Tobacco use is not allowed in the City park system (City Code, Section 840.13).

PARK POLICIES

- **A permit is required** for all groups reserving a facility or part of a facility (City Code Chapter VII, Section 840). Activities will only be allowed if they are not in conflict with existing City programs/services.
- **The sale and/or consumption of alcohol** is not allowed in the City park system (City Code, Section 840.11).
- **Tobacco** use is not allowed in the City park system (City Code, Section 840.13).
- **Selling Food, Products or Services Prohibited.** 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).
- **Vehicles** must park in designated areas (no parking on grass). No motor vehicles in park area or under park shelters (City Code, Section 1305.31 and Section 1330.05). All loading/unloading from vehicles must be done from street or parking area.
- **Reasonable decorating** of the pavilion/shelters for an event is allowed; however, all decorations including tape, string, tacks, and signage must be removed at the conclusion of the event including clean-up of Piñatas and water balloons. The use of staples and nails is prohibited. Signage placed within a road right-of-way must be compliant with requirements of the City Code.
- **No confetti** allowed at any facility.
- **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.
- **Volume** of radios, music instruments or public address systems must be kept at a reasonable, low level.
- **No glassware**, no glass bottles, or any other type of glass product is allowed at any of the facilities.
- **Dunk tanks** are allowed only with prior notice and must be placed on a hard surface, the exact locations must be pre-approved by staff. The reserving party must be on-site from the time the tank is being filled until it is emptied at the end of the day (allow time for the water to warm up). Tanks are not to be left unattended and shall be the responsibility of the reserving party. Only select locations have access to water. Check "Park Amenities".
- **Air filled jumpers** will require prior approval and can be placed only in areas designated by staff. The City does not have generators available; renter must provide one if remote power is needed. Each inflatable must be anchored with sandbags, not stakes. Jumpers can only be used by guests of the rental party.

GENERAL PERMIT CONDITIONS

- Permits will only be issued to persons 18 and over.
- All permits are non-transferable.
- Reservations may not be sublet to a third party.
- Use is for permitted facility only. All activities conducted on the City of Richfield property must be in the terms of the permit.
- All special arrangements must be made at time of application.
- 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.
- 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.
- Starting and finishing times listed on permit must be adhered to. Failure to leave at the designated time could result in additional charges.
- 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.



PARK FACILITY PERMIT APPLICATION

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

Richfield Recreation – Park Shelters & Buildings

7000 Nicollet Avenue, Richfield, MN 55423

P: 612.861.9385 F: 612.861.9388

recreation@richfieldmn.gov

Richfield Ice Arena – Veterans Park Pavilion

636 East 66th St, Richfield, MN 55423

P: 612.861.9355 F: 612.861.9353

bbaltgalvis@richfieldmn.gov

Wood Lake Nature Center – Emily Day Pavilion

6710 Lake Shore Drive, Richfield, MN 55423

P: 612.861.9365 F: 612.861.9367

jcevans@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 _____

Event open to public

☐ Yes ☐ No

Any pony rides, inflatable jumpers, tent,
dunk tank, catered food, etc.

☐ Yes ☐ No

Explain _____

Extra portable toilets needed

☐ Yes ☐ No

Special requests (detail on back of form)

☐ Yes ☐ No

Any amplified music/P.A. system

☐ Yes ☐ No

Concessions/merchandise sales

☐ Yes ☐ No

FACILITY REQUESTED - all fees are listed with tax included

Veterans Park Pavilion (April – October)

Weekends (Friday-Sunday)

Day block: 1:00-5:00 p.m. (Sat 1:30-5:30 p.m.)

☐ 1 section \$135.00

☐ 3 sections \$280.00

Night block: 6:00-9:00 p.m.

☐ 1 section \$105.00

☐ 3 sections \$215.00

Weekdays (Monday-Thursday)

Day block: 1:00-5:00 p.m. (Sat 1:30-5:30 p.m.)

☐ 1 section \$130.00

☐ 3 sections \$280.00

Night block: 6:00-9:00 p.m.

☐ 1 section \$100.00

☐ 3 sections \$210.00

Additional hour before 1:00 p.m. or after 9:00 p.m. \$20/hr/section

Open Air Park Picnic Shelters (May – September)

Rental Hours: 4-hour blocks, write start/end times above

☐ Sheridan \$80.00

☐ Emily Day Pavilion \$80.00

☐ Augsburg East \$40.00

☐ Augsburg West \$40.00

☐ Fairwood \$40.00

☐ Monroe \$40.00

Park Shelter Building (May – September)

Rental Hours: \$30 hourly, write start/end times above

☐ Augsburg \$30.00/hr

☐ Christian \$30.00/hr

☐ Donaldson East \$30.00/hr

☐ Jefferson \$30.00/hr

☐ Madison \$30.00/hr

☐ Washington \$30.00/hr

APPLICANT SIGNATURE

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 & 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.

Signature: _____ Date: _____