



PARK SHELTER RENTAL PERMIT APPLICATION

MAY 1-OCTOBER 15

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

Wood Lake Nature Center (Emily Day Pavilion or Amphitheater)
 6710 Lake Shore Drive, Richfield, MN 55423
 P: 612.861.9365 F: 612.861.9388
jcevans@richfieldmn.gov

APPLICANT CONTACT INFORMATION (day-of contact during the scheduled event(s))

Organization/Business (if applicable)

Contact Name

Home Phone	Cell Phone
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Email

Street Address

EVENT DETAILS

Event Description	Event Date
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Expected Attendance	Start Time (include set-up)	End Time (include clean-up)
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BY CHECKING HERE, I ATTEST THAT I HAVE READ AND UNDERSTAND THE POLICIES BELOW.

Shelter rental events may not be advertised or open to the public. Alcohol may not be served or present. Food may not be sold or served to the public. Renters may not use tents, inflatables, or other similar equipment. Amplified sound must be kept below 75 decibels and renters must be prepared to turn down the sound, if asked. Renters may not park vehicles on the grass or in the park. Hot coals must be deposited in the receptacles designated for coals, not in the garbage can or the grass.

FACILITY/TIME BLOCK REQUESTED

VETERANS PARK (check the box for the time block and number of sections)

Weekday (Monday through Thursday)

<input type="checkbox"/> 9:00 am-12:00 pm	<input type="checkbox"/> 1 Section (\$105)	<input type="checkbox"/> All 3 sections (\$221)
<input type="checkbox"/> 1:00-4:00 pm	<input type="checkbox"/> 1 Section (\$105)	<input type="checkbox"/> All 3 sections (\$221)
<input type="checkbox"/> 6:00-9:00 pm	<input type="checkbox"/> 1 Section (\$110)	<input type="checkbox"/> All 3 sections (\$225)
<input type="checkbox"/> All Day (9:00 am-9:00 pm)	<input type="checkbox"/> 1 Section (\$320)	<input type="checkbox"/> All 3 sections (\$667)

Weekend (Friday through Sunday)

<input type="checkbox"/> 9:00 am-12:00 pm (Fri & Sun only)	<input type="checkbox"/> 1 Section (\$110)	<input type="checkbox"/> All 3 sections (\$221)
<input type="checkbox"/> 1:00-4:00 pm (Fri & Sun only)	<input type="checkbox"/> 1 Section (\$110)	<input type="checkbox"/> All 3 sections (\$221)
<input type="checkbox"/> 1:30-4:30 pm (Sat only)	<input type="checkbox"/> 1 Section (\$110)	<input type="checkbox"/> All 3 sections (\$221)
<input type="checkbox"/> 6:00-9:00 pm (Fri, Sat, or Sun)	<input type="checkbox"/> 1 Section (\$110)	<input type="checkbox"/> All 3 sections (\$230)
<input type="checkbox"/> 9:00 am-9:00 pm (Fri & Sun only)	<input type="checkbox"/> 1 Section (\$330)	<input type="checkbox"/> All 3 sections (\$672)

NOTE: Late block and all-day block are not available in September or October.

For the following facilities, write in the start and end time above (four-hour block)

AUGSBURG #1 (EAST) OR #2 (WEST) (\$44/4 hrs)
 FAIRWOOD (\$44/4 hrs)
 MONROE (\$44/4 hrs)

SHERIDAN (\$62/4 hrs)
 EMILY DAY (Wood Lake) (\$82/4 hrs)
 WOOD LAKE AMPHITHEATER (\$82/4 hrs)

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: _____

SHELTER RENTAL GUIDELINES

- Renters are not permitted to use the shelter more than 15 minutes before or after their reserved time. If renters or drop-in users are using a shelter, you must wait until your start time. Please figure setup and cleanup time within your allotted rental time. Reservations must be made five days or more before the event date.
- Payment is required in total to reserve the facility and this shelter rental is considered a firm commitment when paid (no tentative bookings). No refunds will be given for cancellations within five days of the event date. No refunds will be granted due to weather or for no-shows. Refunds will only be granted for cancellations with the following conditions:
VETERANS PARK SHELTER:
 - Full refund when cancelled more than 30 days or more from the event date.
 - 50% refund when cancelled within 14-29 days from the event date
 - No refund given when cancelled within 13 or fewer days of event date.**ALL OTHER SHELTERS:**
 - Full refund when cancelled more than 14 days or more from the event date.
 - 50% refund when cancelled within 7-13 days from the event date
 - No refund given when cancelled within 6 or fewer days of event date.
- Groups are responsible for cleaning up their own garbage and, if there is not room to deposit garbage in a park receptacle, the renter must remove their garbage from the site. If garbage is left behind by a rental group, a cleaning surcharge will be billed to the renter. Hot coals must be deposited in the receptacle designated for coals, not in the garbage or the grass.
- Alcoholic beverages are not allowed. Food may not be sold at the event.
- The event cannot be advertised or open to the public and must not exceed the facility capacity (Augsburg: 30, Fairwood/Monroe: 40, Sheridan: 50, Emily Day: 60, Vets Park: Each Section: 80, Full Shelter: 240).
- No additional equipment like tents, dunk tanks, inflatables, pony rides are allowed. All seating and food preparation must stay within the shelter boundaries.
- The City assumes no liability for loss, damage, injury, or illness incurred by users of the facilities. The applicant shall be held personally responsible for any breakage, damage, or loss of equipment.
- Food trucks may be used for catering, but not for the public sale of food. Food trucks must be parked on the street or parking lot, except at Vets Park, where the truck can be parked on the short service road between the trail and the west end of the shelter.
- All loading and unloading from vehicles must be done with vehicles in the road or parking lot. Vehicles may not drive into the park and may not drive on the grass.
- Richfield Recreation reserves the right to cancel or shorten the rental of the facility in the event of severe weather or dangerous conditions or if there is a conflict with a Richfield Recreation event. In these circumstances, a full refund will be granted.

Electricity is only available at the Wood Lake Amphitheater and the Emily Day Shelter.

Portable toilets are available at all facilities below. Indoor bathrooms are available as noted below.

All shelters are available for any four-hour block between 9:00 am and 9:00 pm (except Vets Park, which is rented in the pre-determined time blocks listed on the previous page).

Augsburg Park Shelter #1 (East)	7000 Nicollet Ave	Capacity: 30	
Augsburg Park Shelter #1 (West)	7000 Nicollet Ave	Capacity: 30	
Fairwood Park Shelter	6700 Logan Ave	Capacity: 40	
Monroe Park Shelter	6710 Irving Ave	Capacity: 40	
Sheridan Park Shelter	6500 Upton Ave	Capacity: 50	
Wood Lake Amphitheater	6710 Lake Shore Drive	Capacity: 100	Electricity: Yes
Indoor bathroom access during regular Wood Lake building hours: Mon-Sat, 8:30 am-5:00 pm, Sun, 12:00-5:00 pm			
Emily Day Shelter, Wood Lake	6710 Lake Shore Drive	Capacity: 60	Electricity: Yes
Indoor bathroom access during regular Wood Lake building hours: Mon-Sat, 8:30 am-5:00 pm, Sun, 12:00-5:00 pm			
Veterans Park Shelter	6335 Portland Ave	Capacity: 240 (80 per section)	Electricity: Yes
Indoor bathroom in mini-golf building.			