



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 _____ | Extra portable toilets needed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Event open to public <input type="checkbox"/> Yes <input type="checkbox"/> No | Special requests (detail on back of form) | <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 |
| FACILITY REQUESTED - all fees are listed with tax included | | | |
| Veterans Park Pavilion (April – October) | | | |
| <u>Weekends (Friday-Sunday)</u> | | | |
| Day block: 1:00-5:00 p.m. (Sat 1:30-5:30 p.m.) | | Night block: 6:00-9:00 p.m. | |
| <input type="checkbox"/> 1 section \$135.00 | <input type="checkbox"/> 1 section \$105.00 | | |
| <input type="checkbox"/> 3 sections \$280.00 | <input type="checkbox"/> 3 sections \$215.00 | | |
| <u>Weekdays (Monday-Thursday)</u> | | | |
| Day block: 1:00-5:00 p.m. (Sat 1:30-5:30 p.m.) | | Night block: 6:00-9:00 p.m. | |
| <input type="checkbox"/> 1 section \$130.00 | <input type="checkbox"/> 1 section \$100.00 | | |
| <input type="checkbox"/> 3 sections \$280.00 | <input type="checkbox"/> 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) | | Park Shelter Building (May – September) | |
| <i>Rental Hours: 4-hour blocks, write start/end times above</i> | | <i>Rental Hours: \$30 hourly, write start/end times above</i> | |
| <input type="checkbox"/> Sheridan \$80.00 | <input type="checkbox"/> Augsburg \$30.00/hr | | |
| <input type="checkbox"/> Emily Day Pavilion \$80.00 | <input type="checkbox"/> Christian \$30.00/hr | | |
| <input type="checkbox"/> Augsburg East \$40.00 | <input type="checkbox"/> Donaldson East \$30.00/hr | | |
| <input type="checkbox"/> Augsburg West \$40.00 | <input type="checkbox"/> Jefferson \$30.00/hr | | |
| <input type="checkbox"/> Fairwood \$40.00 | <input type="checkbox"/> Madison \$30.00/hr | | |
| <input type="checkbox"/> Monroe \$40.00 | <input type="checkbox"/> 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 _____ | |