



Huber Park Amphitheater and Shelter Policy

Shakopee Parks and Recreation
1255 Fuller Street, Shakopee, MN 55379
Phone# (952) 233-9500 Fax# (952) 233-3831

Huber Park Address: 150 Fillmore St. N. (on the Minnesota River at Hwy. 101 Bridge)
Contact: Sherry Dvorak, Programming & Services Manager, 952-233-9509,
Sdvorak@ShakopeeMN.gov

Rental Process

- Rentals are available from late May - early October. **Rentals outside of this period at the City's discretion.**
- Rentals for the upcoming calendar year are permitted beginning the first regular business day after Jan.1 of the previous year. Ongoing annual rentals and events have priority over 'new rentals'.
- Rental includes use of the amphitheater/stage area and open air park shelter.

Fees

All rentals shall include set up and take down time. Fee includes a City employed site host to be present.

\$115 hour w/ 2hr. minimum OR \$500 (8 hr 'all day' rate)

\$50: Chair use (approx. 65 available)

\$50: Sound System (mic and 2 speakers, music playback)- larger setups may require additional charge.

\$30/hr: Add'l staffing rate for large events

FREE: Cedar stair sections for a front stage approach. Due to weight, staff may need assistance from renter.

- Full payment and \$100 refundable damage deposit due at the time of reservation.
- Damage deposits will be returned after rentals: Within 21 working days (cash/check) or 7 days (credit).
- If a renter or their activity causes damage, the renter will be responsible for full repair/replacement costs.
- Fees for tents, tables/chairs, portable toilets, security, additional trash receptacles, special permits, additional staffing/traffic control based on the scope of the event and any other item above and beyond the general rental are the responsibility of the renter. City staff retain the right to determine.

Refunds

- No Refunds or rescheduling due to rain or unfavorable weather.
- Flooding: Rentals can be rescheduled within one year or a full refund will be given.
- Cancellations must be made 30 days prior to reservation in order to be refunded (minus \$5 fee).

Hours of Operation/Rental Hours

- Park Hours: 6:00 a.m.-10:00 p.m. Rentals must conclude by 9:30 p.m., unless authorized by permit.

General Use

- The terraced concrete seating in the amphitheater area seats approx. 500. 2,000 if grassy areas are used.
- Rentals provide 'limited' exclusive use of the amphitheater and park shelter area. The remainder of the park is open for public use. Expect the general public to be walking/visiting the park during rental times.
- Clean-up of the site is the responsibility of the renter.
- Pets must be leashed or confined and under control.
- Vehicles are not permitted off of parking lot surfaces, with the exception of offloading/loading at the stage. Vehicles should return to the parking area.

Use of Amphitheater

Use of the Amphitheater is available for ceremonies, music, theater, speeches, religious activities, or other performance art activities, with the following requirements:

- Performances shall not include content that might be interpreted as: Condoning or soliciting unlawful conduct, defamatory, that are abusive, containing offensive sexual conduct, inciting violence.
- Sound and light systems are monitored under the supervision of City of Shakopee staff to ensure appropriate levels/use. City noise ordinance applies.
- Helium balloons, flowers, and other free standing or non-damaging decorations are permitted. No tape, adhesives, staples, or other damaging types of fasteners may be used. Staking in ground prohibited.
- Dry ice, pyrotechnics or anything involving fire or open flames require a special permit.
- Charging admission is prohibited, unless by special permit. Renters can 'pass the hat' for donations.

Special Use Permits

The following may be subject to a special use permit, other permits and insurance requirements:

- Inflatable moon walks/other inflatable devices, tents/temporary shelters, community celebrations, special events, carnivals open to the public, large BBQ's, parades, runs, large live music events, dunk tanks, tents, car/cycle/etc. shows, contests/exhibitions, events that charge admission, animal/wildlife use or any other item, selling of food/bev/merchandise, possess/serve/consume keg beer, solicitation and/or promotion of products/services.
- No recreational fireworks (including MN legal) in park by City ordinance. Festival fireworks require coordination with City and Fire Dept. to obtain proper permits.

Alcohol

- Beer and wine is allowed by ordinance in the grandstand (performance area) or park shelter areas only.
- Liquor is prohibited.
- The sale of beer, wine, and/or alcohol is prohibited without special permit.

Picnics, Receptions and Tents

Certain tent/shelter applications may require a special use permit and additional permits from the Shakopee Fire Dept. The following outlines the picnic, reception and tent use requirements:

- Renter provided tents and canopies must be freestanding, may not exceed 144 sq. ft. and may only be used in a designated area.
- Small portable tents/canopies that are freestanding and 400 sq ft. or under w/open sides or 200 sq ft. or under w/sides do not require a permit from the Shakopee Fire Dept. Tents within this size consideration can only be placed in a designated area unless a special permit is issued. Tents cannot be staked into the ground and supports are required under the feet of the tent if used on the asphalt. Larger tents will require Shakopee Fire Dept. permit. Application is available at: <http://www.shakopeemn.gov/city-government/departments/fire/permits-inspections>
- The park shelter has electric service. The site does not give a direct front view of the performance stage and requires some walking between the sites (see schematic).
- Amplified music is allowed under tents/shelters but must be maintained at volumes that do not exceed City noise ordinances.

Food

- Catering or self-prepared food is permitted. Electric is available, sterno type heat is permissible.
- On-site grilling is permitted as part of food service at a picnic/reception. All grills must be kept on hard surfaces and must not block access on trails and walk ways. Must remain a safe distance from overhangs.
- The Huber Park support building and performance stage may not be used for food service or seating.
- Sale of food/beverage is allowed by special use permit only and would require a temporary food license from the State of MN. A copy of the license must be provided to the City. www.health.state.mn.us

Insurance

- For events or permits requiring it, insurance must meet requirements: 1 M liability, naming the 'City of Shakopee' as add'l insured.

