



Park Shelter Request Form

Shakopee Parks and Recreation

1255 Fuller St. Shakopee, MN 55379

Phone # 233-9500

www.ShakopeeMN.gov or parks@ShakopeeMN.gov

OFFICE USE ONLY

Date/Time Rec'd _____ Staff _____

Date Processed _____ Staff _____

Permit or Booking # _____

Contact Information

Name: _____ Birthdate: _____ Email: _____

Organization (if applicable) _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate Phone: _____

Reservation Information

Event Date: _____ Day of Week: _____ Description: _____

Include set up/clean up time. Start Time: _____ End Time: _____ Approximate #Attending: _____

Park Hours are 6 a.m. – 10 p.m.

Open Air Park Shelters

\$95.00 (Rental) No Deposit

____ Memorial -Shelter #2

____ Lions -Shelter # 1

____ Lions -Shelter #2

____ Huber Park Picnic (\$120–30 days prior)

Enclosed Park Shelters (Key required)

\$120.00 (Rental) + \$100 Deposit

____ Green Meadows

____ Hiawatha

____ Holmes

____ Scenic Heights

____ Southbridge Community

____ Westminster

____ Riverside Fields

Full payment and \$100 refundable Facility Use Deposit due at the time of reservation for enclosed shelters or equipment rental. Deposits will be returned after rentals.

- Yes No Inflatables/Dunk Tank (no staking)
- Yes No Charging admission, selling food/merchandise
- Yes No Music - Band
- Yes No Tents/shelters (no staking)
- Yes No Other _____

If you answered yes to the following, you are required to apply for a Special Use Permit & a Certificate of Insurance naming the “City of Shakopee” as an additional insured. Contact Barb Pothier at 952-233-9505 or parks@ShakopeeMN.gov. Failure to obtain a permit will result in forfeiture of deposit.

Initials Required

____ My event will not include any of the activities listed above.

____ Decorating: Allowed- Blue Painters tape, 3M Command Strip products, free standing/table decoration

Not Allowed: Nails, staples, tacks, tape, hot glue,

Equipment Request

Free with Rental + Deposit (without Rental \$15 + Deposit - includes tax)

____ Volleyball

____ Horseshoes

Lions Park Only

____ Frisbee Golf

Agreement – Signature Required

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental listed above. With my signature, I verify I have read and understand the rules and regulation for facility/park use.

DATE: _____ SIGNATURE: _____

Payment Information

Rental Fee \$ _____ + Deposit Fee (if applicable) \$ 100 = Total Fee \$ _____

Cash \$ _____ Check \$ _____ # _____ Credit/Debit Card \$ _____ Approval _____ Receipt sent/e-mailed _____

Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____ CVV Code _____



PARK SHELTER RESERVATION POLICY

SHAKOPEE PARKS AND RECREATION DEPARTMENT
1255 FULLER ST. S., SHAKOPEE, MN 55379
952-233-9500

www.ShakopeeMN.gov rentals@ShakopeeMN.gov

Reservations Requests:

- Accepted the 1st business day in January for the present year.
- Monday-Friday 8 a.m.- 4p.m.
- Forms: In person, by mail, e-mail, scan or on-line at www.ShakopeeMN.gov/parks
- First come, first served. Request are date and time stamped. All fees due at time of reservation.

Payments & Deposits: Payments

Full payment and a \$100 refundable Facility Use Deposit (if applicable) is due at the time of reservation. We accept, cash, checks, Visa or Mastercard. Make checks payable to "City of Shakopee". Facility Use Deposits will be returned after rentals. Deposits may not be returned for items listed on the renter's reservation confirmation.

Cancellations:

Cancellations made 30 days prior to scheduled reservation will be refunded minus a \$10 service charge. Cancellations made within the 30 day period are not refundable. Will work with you to reschedule within 60 days.

Key/Equipment Checkout & Return:

- Mon-Fri 5 a.m.- 9 p.m., Sat 6 a.m.- 8 p.m., Sun 8 a.m.- 8 p.m.
- Available day of the rental or by special request
- Requires \$100 refundable Facility Use Deposit
- Volleyball, horseshoes, frisbee golf discs free with rental
- Return keys the same day of rental or next day; *Keys not returned as specified will result in loss of deposit*

Rates and Availability

Open Air Shelter: \$95 - March 1-November 30. Restrooms may not be available before May 1 or after October 10.

Enclosed Shelter: \$120 + \$100 refundable Facility Use Deposit - March 1-November 30

Park Hours: 6 a.m. – 10 p.m. (After 10 p.m. will result in loss of deposit)

Special Use Permits (required for the following): May be subject to a fee and Certificate of Insurance

Failure to obtain a special use permit or Certificate of Insurance could result in forfeiture of deposit.

Inflatables	Parades	Events charging admission
Carnival events and/or rides	Dunk Tanks	Events selling food or merchandise
Music - Band	Weddings	Petting Zoos
Large BBQ (i.e. pig roasts)	Worship Service	Use of animals or wildlife displays
Community events open to the public	Tents/Canopies	Exclusive use events
Car/motorcycle/powered machinery events	Contests and Exhibitions	

Decorations: Encouraged: Blue Painters Tape, 3M Command Strip product, free standing items, center pieces, balloons, signage on easels.

Prohibited: Tape, glue, nails, tacks, staples, candles, confetti, glitter, sand, silly string, rice, flower petals, adhered items, ceilings or fixtures.

Failure to follow will result in loss of facility use deposit or incurred expense.

Food and Merchandise Sales: May require an additional City permit. Contact City Clerk at 952-233-9300.

Tents and Canopies: Permit required for structures over 200 sq. ft. Contact Fire Inspector at 952-233-9575.

Weather: No refunds. Staff will work with you to find an alternate date.