



**Shakopee Log Cabin Request Form**  
 Shakopee Parks and Recreation  
 1255 Fuller St. Shakopee, MN 55379  
 Phone # 233-9500 [www.ShakopeeMN.gov](http://www.ShakopeeMN.gov) or [parks@ShakopeeMN.gov](mailto: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): \_\_\_\_\_ Tax ID# (attach copy) \_\_\_\_\_  
 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:** \_\_\_\_\_ **# Attending:** \_\_\_\_\_

- Full payment is due upon reservation. Cash, Checks (payable to "City of Shakopee"), Credit cards excepted.
- Once processed, you will receive a receipt and confirmation by e-mail (if available) or mail.
- City ordinance prohibits the use of any smoking on the premises.
- Log Cabin hours are 8am-11pm
- Key can be picked up the day of your event at the Community Center, 1255 Fuller St, Shakopee
- Cancellations made 14 days prior to scheduled reservation will be refunded minus a \$10 service charge.
- Cancellations within 14 days - rental fee is not refundable.
- Refund Facility Use Deposits will be returned after rental.
- *Failure to adhere to any of the preceding terms will result in loss of Facility Use Deposit.*

<input type="checkbox"/> *All Day: 8am-11pm	\$400 + 29.50 tax /day	<input type="checkbox"/> Refundable Damage Deposit	\$300/no alcohol
<input type="checkbox"/> Weekday rentals/2 hr minimum	\$ 50 + 3.69 tax/hr	<input type="checkbox"/> Refundable Damage Deposit	\$500/with alcohol
<input type="checkbox"/> Civic Groups rentals/2 hr minimum	\$ 20 + 1.48 tax/hr		
<input type="checkbox"/> For Profit rentals/2 hr minimum	\$ 90 + 6.64 tax/hr		

**Special Use Permit and/or Insurance Requirements**

- Yes  No Inflatables/Dunk Tank (no staking)
- Yes  No DJ Music
- Yes  No Tents/shelters (no staking)
- Yes  No Events charging admission, selling food or merchandise
- 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 Potthier at 952-233-9505 or [parks@ShakopeeMN.gov](mailto:parks@ShakopeeMN.gov). Failure to obtain a permit will Result in forfeiture of deposit.

The undersigned, hereby accept responsibility for the activity listed, and all its participants and any others present for the activity stated below. The undersigned agrees to defend, indemnify and hold the City of Shakopee harmless from and against all claims, losses and liabilities arising out of the personal injury, including death, and damage to property relating to the use of the Shakopee Log Cabin for any activity. By signing this form, you are indicating that you have read and understand the Shakopee Parks and Recreation Facility Usage Policy.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Payment Information**

Rental Fee \$ \_\_\_\_\_ + Facility Use Deposit \$ \_\_\_\_\_ = Total Fee \$ \_\_\_\_\_  
 Cash \$ \_\_\_\_\_ Check \$ \_\_\_\_\_ # \_\_\_\_\_ Credit/Debit Card \$ \_\_\_\_\_ Receipt/e-mail sent  
 Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV Code \_\_\_\_\_

Sign Page 2 for rental of Community Youth Building.



## Facility Rules and Regulations

1. The City of Shakopee is not responsible for items lost, stolen or left behind.
2. Reservations should be submitted at least 14 days in advance of rental date.
3. Key can be picked up the day of your event at the Community Center, 1255 Fuller St, Shakopee. No early entry. Renter is responsible for their own setup and takedown.
4. Renters should bring their own equipment or rent available items. Tables/chairs provided.
5. Decorations:
  - Encouraged:** Use of painters' tape, 3M Command Strip products, 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 or hooks on walls, ceilings or fixtures.
6. The renter is responsible for the condition of the area used and returning it to the condition in which it was found. (Supplies needed can be obtained from the janitor's closet). This includes cleaning, wiping down tables, vacuuming, taking bagged garbage to outside garbage can, etc. *Facility Use Deposit loss may be assessed if left in poor condition.*
7. Renters may not store equipment to pick up later.
8. Failure to comply with regulations will be cause for revocation of use, loss of future rental ability, invoiced expenses for amounts exceeding facility use deposit and facility use deposit forfeiture. *Rentals operating outside of the specified Youth Building hours will forfeit Facility Use Deposit.*
9. The renter is responsible for the conduct of members of its group. Children must be supervised.
10. Food and beverage may be brought in by the renter or a licensed caterer. Smoking is prohibited in the building and on grounds.
11. Beer and wine is allowed. For use of hard alcohol, you will need to have a Liquor License or a Licensed cater to serve it.
12. Number of guests may not exceed the posted room occupancy of 200.
13. Special Use Permit/Certificate of Insurance for inflatables, DJ/Live music, Special events, etc.

**I agree to the facility rules and regulations. I understand that failure to follow these rules will result in loss of the facility use deposit and additional charges may be incurred.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Payment, Refunds and Cancellations

1. Full payment is due upon reservation.
2. No-shows: Full rental fees apply, no refunds.
3. Cancellations made 14 days prior to scheduled reservation will be refunded minus a \$10 service fee.
4. Cancellations made within 14 days of reservation will not be refunded. Deposit fee will be refunded.
4. Refundable facility use deposits for the Log Cabin rentals will be refunded after event. *Facility Use Deposits will not be issued in the case of time overages or in any case of the rules or regulations not being followed.*
5. The SCC reserves the right to cancel this agreement due to unforeseen circumstances, with no liability. If enacted, a refund will be issued.

## Facility Descriptions

The Log Cabin is available for groups and private rentals. Located in Lions Park, the Log Cabin is comfortable, quiet and is suitable for all types of get-togethers.

Amenities Available:

- Kitchen including refrigerator, counter, sink, microwave, 30 cup coffee pot, serving island with multiple plug-ins.
- Utility Closet
- Handicap-accessible entry
- Restrooms
- Air conditioned
- Approximately 24 7-foot folding table and 100 chairs