



Parks and Recreation  
Department

# Park Shelter Reservation Form

**This reservation form gives you priority for use of the shelter space only. It does not guarantee the cleanliness of the shelter on the day of your reservation, as it is a public space.**

Date Completing Form: \_\_\_\_\_ Date of Picnic or Event: \_\_\_\_\_

Event (wedding, graduation, fundraiser, family reunion, etc) : \_\_\_\_\_ Estimated No. Attending: \_\_\_\_\_

Name of Individual or Group Reserving the Shelter: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*Garbage Fee (see #11): \$\_\_\_\_\_ \*\*Event Fee (see #12): \$55 application fee + \$280 (inc. sales tax) Wedding: \$280.00 (inc. sales tax)**

**Large Park Shelter Locations (please circle one):** Rambling River Park Evergreen Knoll Park  
**Small Park Shelter Locations (please circle one):** Dakota County Estates Park Daisy Knoll Park Fair Hills Park  
Farmington Preserve Park Hill Dee Park Jim Bell Park and Preserve Lake Julia Park Meadowview Park Pine Knoll Park  
Prairieview Park Prairie Waterway Silver Springs Park Tamarack Park Vermillion Grove Park Westview Park

**Time & Fee for Park Shelter Reservation (please circle one):**  
7:00 am - 2:45 pm = \$60 (inc. sales tax)  
3:15 pm - 11:00 pm = \$60 (inc. sales tax)  
7:00 am - 11:00 pm = \$85 (inc. sales tax)

**If paying with a credit card, provide the following information:** Credit Card Company Name (circle one): Visa Mastercard

Name on Credit Card: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

**Important Information to Know:**

1. Reservations should be made at least two weeks in advance of the event date.
2. To secure a reservation, the reservation form and fee must be received in City Hall, located at 430 Third Street
3. Make checks payable to the Farmington Parks and Recreation Department.
4. Glass containers such as bottles, drinking glasses, jars, etc. are not permitted in city parks.
5. Sale of alcohol in parks requires special permission and liquor license. Please call City Hall at 651-280-6800 for information.
6. Event organizers are responsible for cleaning and disposing of garbage into the garbage containers during and after the event.
7. **The Farmington Parks and Recreation Department promotes and encourages recycling in parks. Please use "Recycle on the Go" containers found in city parks to recycle your metal, aluminum and plastic items**
8. Bring this form with you on the day of your reservation as proof that you have reserved the shelter for your event.
9. Full refunds for reservations will only be given in situations when flooding or severe storm warnings occur.
10. **Refund will be given, minus a \$8.00 processing fee and a 3.5% credit card transaction fee (if a credit card was used as payment), when at least a ten working day cancellation notice is given to the city.**
- \* 11. If event is larger than 150 people additional garbage containers are required at a rate of 1 gallon for each person over 150 people. Garbage service must be arranged through the city's Solid Waste Service at 651-280-6905.
- \*\*12. Some events may require an event fee and additional requirements. Generally these events are public in nature and exceed 150 people in attendance. If you are planning an event please talk with a Parks & Recreation staff member for more information.

I, the undersigned, hereby agree to release and discharge the city of Farmington, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments and executions. This release includes all claims that I, or the group reserving and using the shelter may have against the city of Farmington for all personal injuries, death or property damage that may arise out of the reservation and use of the city of Farmington's shelters and parks.

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

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

**FOR CITY USE ONLY**

Date Payment Received: \_\_\_\_\_ Payment: Credit Card #, Cash or Check# \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Initials of Staff Receiving Payment: \_\_\_\_\_ Insurance Certificate Submitted for Event (please circle one): **yes no**

Account Number: **1001.4975**

Sales Tax: **1000.2415**