



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
 www.ci.bayport.mn.us

City of Bayport
RESERVATION REQUEST
INSPIRATION NATURE CENTER
1215 Inspiration Parkway South

The Nature Center is a city building located in the Inspiration neighborhood, which is a residential conservation development that promotes a native prairie landscape and maximizes community open space. The building is ideal for hosting small gatherings, meetings, or educational workshops and can be reserved year-round, for up to 40 persons. The Nature Center is climate controlled and consists of an open assembly area, two handicap accessible restrooms, seasonal fireplace, and small kitchenette area equipped with a sink, microwave, and small refrigerator. All activity must occur within the building. Reservations are accepted on a first-come, first served basis, which include use of on-site banquet tables and chairs capable of seating up to 32 persons. A limited number of parking stalls are located in the lot adjacent to the building, supplemented by nearby on-street parking. For this reason, carpooling or using alternative transportation methods to the site are strongly encouraged. Public hiking trails and paths within the native prairie surround the Nature Center, which also connect the building to the city park Barker's Alps, equipped with additional parking and active recreation areas. For more information on the Nature Center, visit the city's website or contact Bayport City Hall.

Applicant Information	
Category 1:	<input type="checkbox"/> City Resident/Business <input type="checkbox"/> Non-profit organization
Category 2:	<input type="checkbox"/> Non-resident <input type="checkbox"/> For-profit organization
Applicant/Contact Name:	
Organization/Business Name:	
Main Phone Number:	Alternate Phone Number:
Email Address:	
Address:	
City/State/Zip:	
Is the applicant 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Reservation Request
Date(s):
<i>A separate request form is required per reservation request, unless the same meeting/activity will reoccur on multiple dates.</i>
Hours:
<i>Reservations are accepted for a 2-hour minimum and 8-hour maximum rental period, which should include setup and cleanup: Monday-Thursday, 7:00 a.m.-10:00 p.m. Friday-Sunday, 8:00 a.m.- 10:00 p.m.</i>
Estimated attendance: _____ <i>Maximum building occupancy is 40 persons.</i>
Proposed Use: <input type="checkbox"/> Private; invite only <input type="checkbox"/> Public; open meeting/activity
Description: _____
Will alcohol be served, but not sold: <input type="checkbox"/> Yes <input type="checkbox"/> No Will alcohol be sold: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Alcohol may only be packaged and served in paper, plastic or aluminum containers. A temporary liquor license may be required for certain activities involving alcohol.</i>

Reservation Policies and Payment

- Reservations will not be accepted without completion and submittal of this form to City Hall.
- City residents/businesses only may secure a reservation from January 1-15 of each year. After January 15, reservations will be accepted from the general public on a first-come, first-served basis.
- The user identified on the reservation request form must be present on the premises throughout the duration of the event. The user shall not sublet all or any portion of the facility.
- Full payment for the reservation is due 30 days prior to the reservation date (see below). If a request is made within 30 days of the reservation date, full payment is due upon submittal of this form.
- A \$100.00 deposit, on a separate check, is required upon submittal of this form. This check will be destroyed by the city if no cancellation of the reservation occurs or no damages occur or excessive cleaning is not required as a result of the event. If damages or the need for cleaning do occur, city personnel will contact the applicant.
- Acceptable forms of payment include cash or checks made payable to "City of Bayport."
- This form will serve as a confirmation and invoice for the reservation. The applicant must contact City Hall at 651-275-4404 to request and receive approval of any changes related to the event or activity.
- Problems securing the Nature Center on the reservation date should be directed to the Police Department at 651-439-9381. Please have a copy of this form with you to verify the reservation.

Reservation Categories and Fees

City Resident or Business / Non-profit Group	Fee
Monday through Thursday	\$25.00 per hour, plus tax
Friday through Sunday	\$35.00 per hour, plus tax
Nonresident / For-profit Group	
Monday through Thursday	\$40.00 per hour, plus tax
Friday through Sunday	\$50.00 per hour, plus tax
Deposit <i>(Payment must be made on a separate check)</i>	\$100.00

Applicant Acknowledgement and Signature

The undersigned hereby acknowledges the Nature Center reservation policies and fees indicated on this form. The undersigned also acknowledges receipt of the Nature Center rules, regulations, and user responsibilities and agrees to abide by these requirements, take responsibility for all persons in attendance, and will be present for the duration of the reservation.

Signature: _____

Date: _____

Office Use	Amount	Date	Payment	Staff
Deposit	<input type="checkbox"/> \$100.00		<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Reservation fee	\$ _____	<input type="checkbox"/> Due _____ <input type="checkbox"/> Paid _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Temporary liquor license required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Application received on:	City Council approval date:	State approval date:	
Damage inspection	\$ _____ damages		<input type="checkbox"/> Destroyed check <input type="checkbox"/> Cashed check	



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

RULES, REGULATIONS, AND USER RESPONSIBILITIES

1. PREMISES. The Inspiration Nature Center, located at 1215 Inspiration Parkway South, is available for rent to a designated user, with access as specified by the city, to be used for the number of people indicated on the reservation request form. The user understands that the capacity of the nature center is **limited to 40 people**, and hereby agrees to abide by this capacity at all times. The user understands that if found in violation of this capacity, the user will forfeit the deposit and be asked to vacate the premises immediately.

2. RULES. The user agrees to abide by all statutes, ordinances, rules, and regulations established by the city. The following are not allowed:

- On-site cooking or grilling
- Open flame decorative candles
- Portable gas, electric or charcoal grills, indoors or adjacent to building
- Portable space heaters or fans
- Additional tables and/or chairs, indoors or adjacent to building
- Outdoor pop-up tents and portable recreational equipment

Please review the entire rules and regulations document for additional restrictions.

3. TERM. The user agrees that the term of the rental shall be for the date and hours indicated on the reservation request form.

4. RESERVATIONS. City residents/businesses only may secure a reservation from January 1-15 of each year. After January 15, reservations will be accepted from the general public on a first-come, first-served basis.

5. ESTABLISHED RENTAL AND DEPOSIT FEES. The city has established rental fees, in specific blocks of time, as delineated on the reservation request form. The user agrees to pay the applicable fees that correspond to the applicant category, date, and hours indicated on the reservation request form.

The rental fees include use of the following:

- Sink and food preparation area
- Microwave
- Compact refrigerator
- 4 folding tables, 8 feet in length
- 2 folding tables, 4 feet in length
- Up to 32 chairs
- 2 unisex restrooms
- Limited paper products, cleaning supplies and equipment (restroom supplies, multipurpose cleaner, paper towels, broom, dust pan)

The rental fees do not include the following:

- Interior room setup or cleanup

- Storage of gifts/decorations/supplies prior to or following rental
- Janitorial service
- Exclusive use of parking areas or hiking trails/paths

6. PAYMENT OF DEPOSIT UPON RESERVATION. A \$100.00 damage deposit is due upon submittal of the reservation request form, on a separate check. Under no circumstances will the building be reserved without full receipt of the request form and the \$100.00 deposit. If the reservation is cancelled for any reason after submittal of the deposit, it will not be refunded; however, the \$100.00 deposit may be applied to an alternate date during the same calendar year.

7. PAYMENT OF RENTAL FEES. The designated rental fee must be received no later than 30 days prior to the date of the event. If a request to rent the building is made less than 30 days prior to the event, full payment of the rental fees and deposit is required at the time of the request. Under no circumstances will the building be rented without full receipt of the completed reservation request form, rental fee, and deposit.

8. REFUND OF RENTAL FEES. No refunds will be issued due to inclement weather. If the reservation is cancelled at least 30 days in advance, a refund of any rental fees paid will be issued, less the \$100.00 deposit. There will be no refund of rental fees or deposit if the reservation is cancelled less than 30 days in advance; however the rental fees and deposit may be applied to an alternate date during the same calendar year.

9. DAMAGES. The user is responsible for any damages to the building during the date and hours specified on the reservation request form. Damages include, but are not limited to, any loss, excessive cleanup, or expenses incurred by the city, related to the building or its contents, by the user. If the city determines damages exist, the user's deposit will first be used to pay for the damages and/or cleanup. The user is advised that the deposit is not a limit of the user's liability to the city for said damages. Any expenses in excess of the deposit shall be paid immediately by the user. The user is also responsible for attorney's fees and costs incurred by the city to collect for damages, loss, expenses, or cleanup, as necessary. If the city determines that no damages exist as a result of the event, the city will destroy the user's deposit check within 10 business days following the date of the event.

10. SETUP AND CLEANUP. Rental of the building includes use of the items stated in paragraph 5. The user shall be responsible for the setup/arrangement of tables and chairs for the event and teardown/storage of tables and chairs following the event. The building will not be available to the user before or after the designated rental times for setup or cleanup. As such, the user shall plan their event accordingly, to leave enough time to accomplish all setup and cleanup within the hours specified on the reservation request form.

Due to the limited occupancy and seating capacity within the building, no additional chairs or tables may be brought in by the user for use during the event. The user is responsible for providing and removing any tablecloths, napkins, table skirting, or chair cushions, if desired. The user may bring in decorations for the event, with the exception of confetti, but decorations cannot be nailed, taped, hung, glued, or in any way affixed in any manner to the walls or woodwork of the building, and must be completely removed following the event.

The user shall be responsible for general cleanup following the event, including necessary sweeping of floors, disposal of trash and recyclables in carts located outside of the building, and a wipe down of tables, chairs, kitchenette area, and restroom facilities. The city will provide basic janitorial and maintenance services as needed for normal use, as determined by the city. Should excessive cleaning be required following the event, the user's damage deposit will be used to furnish additional janitorial services, as determined by the city.

11. UTILITIES. The city shall provide heat, air conditioning, water, and electricity for the building for the date and hours specified on the reservation request form. However, the user understands that the city does not warrant that any of the utility services will be free from interruption from causes beyond the

reasonable control of the city. Interruption of service does not render the city liable to the user for a refund of rental fees, nor does it relieve the user from performance of the user's obligations.

Portable space heaters, fans, and the like are strictly prohibited by the user(s). The interior fireplace may be accessible to users on a seasonal basis, at the discretion of the city, depending upon the event.

12. FOOD AND BEVERAGE. The user may bring in food, non-alcoholic, and alcoholic beverages for consumption during the term of the agreement. However, all food and beverage must be hosted by the user, meaning that the user cannot be compensated for the food or beverage, nor may the user charge guests money for the food or beverage. All food and beverage must be packaged and served in paper, plastic, or aluminum containers. A temporary liquor license may be required for certain activities or events.

If the user wishes to have the event catered, the user must provide the city with a copy of the caterer's license and the catering contract, which is subject to review and approval of the city. These documents shall be provided with final payment of all rental fees. It is the user's responsibility to ensure that no one under the age of 21 is served alcohol, and that no one is served alcohol in an amount to cause intoxication.

13. USE. The user shall only use the building for the purpose stated on the reservation request form. All use/activity shall be contained within the building, with exception of vehicle parking and use of the public hiking trails/paths surrounding the building. No outdoor use or activity is allowed, including music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, and similar items. The user understands that the building is a tobacco and drug free facility and agrees that neither the user nor any guests shall use tobacco or any type of illegal drugs in the building. Domestic pets are not allowed in the building. Special approval may be granted by the city to allow licensed service animals within the building or certain types of wildlife on the premises for educational workshops or training by certified, licensed individuals or organizations. The user shall permit the city and its agents to have access to and to enter the building at all times.

14. DEFAULT. If the user defaults in the payment of rent or deposit, or in the performance expectations, the city shall have the right to cancel the reservation and/or remove the user and all guests from the building.

15. HOLD HARMLESS. The user acknowledges and understands the risks and hazards associated with using the building and hereby assumes all risks and hazards associated therewith. The user irrevocably waives any and all claims against the city and its elected officials/employees/volunteers of bodily injury, including death, and the damage, destruction, or loss of any property, including the loss of use thereof, incurred by the user, or by the user's guests, as a result of using the property, and hereby irrevocably releases and discharges the city and any of its elected officials/employees/volunteers from any and all claims of liability arising out of or associated with the use. The waiver of liability does not waive liability for any injuries obtained as a result of the willful or intentional misconduct by the city or any person acting on behalf of the city.

The user shall defend, indemnify, and hold harmless the city and its elected officials/employees/volunteers from and against any and all liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by the city or its elected officials/employees/volunteers as a result of any claim, demand, action, or suit relating to any bodily injury, including death, or the damage, destruction, or loss of any property related to the use of the property by the user or by the user's guests.

The user shall pay the city for any and all physical loss or damage to the building, including any property owned by the city that is attached to or located near the building, including the cost to repair or replace such property relating to the use by the user or by the user's guests, if such costs exceed the deposit.

16. ASSIGNMENT OR SUBLETTING. The user identified on the reservation request form must be present on the premises throughout the duration of the event. The user shall not sublet all or any portion of the property.