



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
PARK RESERVATION REQUEST
PICNIC SHELTER

Applicant Information		<input type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident
Applicant Name:			
Home Phone Number:		Work/Cell Phone Number:	
Address:			
City/State/Zip:			
Email Address:			
Business or Organization Name (if applicable):			
Is the applicant 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Reservation Request	
Lakeside Park: 95 Central Avenue	<input type="checkbox"/> Shelter #1 (south end) <input type="checkbox"/> Shelter #2 (center/south end of park) <input type="checkbox"/> Shelter #3 (north end) <input type="checkbox"/> Shelter #4 (north end next to beach house)
Barker's Alps Park: 901 5 th Avenue North	<input type="checkbox"/> Shelter #1
Date:	Day of the week: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Hours:	(Available between sunrise and sunset)
<i>Please be advised that shelters may be reserved by another party prior to and following your request, so make sure to leave enough time to accomplish all setup and cleanup within the hours specified.</i>	
Proposed use:	Number of people expected:
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
Please Note: A temporary liquor license may be required.	
Other special requests/notes:	

Applicant Acknowledgement and Signature	
<p>The undersigned hereby acknowledges receipt of the park rules, regulations, and user responsibilities and agrees to abide by these regulations, take responsibility for all persons in attendance, and will be present for the duration of the reservation. The undersigned also acknowledges that a special event application and/or additional damage deposit may be required, depending on the use and any special city services requested or deemed necessary.</p>	
Signature:	Date:

SEE REVERSE FOR POLICIES, PAYMENT, AND FEE INFORMATION

Reservation Policies and Payment

- Reservations will not be accepted without completion and submittal of this form to City Hall.
- City residents 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.
- No deposit is required to reserve a picnic shelter.
- Full payment for the reservation is due 30 days prior to the reservation date (see below for fees). If a request is made within 30 days of the reservation date, full payment is due upon submittal of this form.
- 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. Revisions to this form should be directed to City Hall at 651-275-4404.
- Problems securing a shelter 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 / Business	Number of shelters	Fee
Up to 100 people	1 - 4	\$26.78 per shelter
101 – 250 people	Up to 4	\$160.69
251 – 500 people	4	\$535.63
501 + people	4	\$1,071.25
Nonresident		
	Number of shelters	Fee
Up to 100 people	1 - 4	\$80.34 per shelter
101 – 250 people	Up to 4	\$374.94
251 – 500 people	4	\$749.88
501 + people	4	\$1,606.88

Office Use	Amount	Date	Payment	Staff
Reservation fee	\$ _____	<input type="checkbox"/> Paid _____ <input type="checkbox"/> Due _____	<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 Deposit Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> \$ _____	Received: _____ Check No. _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	



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**CITY PARK PICNIC SHELTER
RULES, REGULATIONS, AND USER RESPONSIBILITIES**

- 1. PREMISES.** The Lakeside Park and Barker's Alps Park picnic shelters are 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 person applying for use of the picnic shelter must be present during the time of the reservation.
- 2. RULES.** The user agrees to abide by all statutes, ordinances, park rules, and regulations established by the city.
- 3. TERM.** The user agrees that the term of the rental shall be for the date and hours indicated on the reservation request form. The shelter will be posted for exclusive use by the user for the date and hours indicated on the reservation request form. Shelters may be reserved by another party prior to and following the hours indicated on the reservation request form, so users should be sure to allow enough time to accomplish all setup and cleanup within the hours specified.
- 4. RESERVATIONS.** City residents 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 FEES.** The city has established rental fees, as indicated on the reservation form. The user agrees to pay the applicable fees that correspond to the number of people who will be using the shelter, as indicated on the reservation request form. No deposit is required.
- 6. 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 a picnic shelter is made less than 30 days prior to the event, full payment of the rental fees is required at the time of the request. Under no circumstances will a picnic shelter be rented without full receipt of the completed reservation request form and rental fee (as applicable).
- 7. 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. There will be no refund of rental fees if the reservation is cancelled less than 30 days in advance; however the rental fees may be applied to an alternate date during the same calendar year.
- 8. DAMAGES.** The user is responsible for any damages to the picnic shelter during the date and hours specified on the reservation request form. Damages include, but are not limited to, any loss, cleanup, or expenses incurred by the city, related to the picnic shelter or its contents, as a result of 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.
- 9. UTILITIES.** Each picnic shelter at Lakeside Park has approximately four electrical circuits. The shelter at Barker's Alps Park does not have electricity. Water spigots are accessible in the general park area and in the restrooms in the Lakeside Park beach house. Portable space heaters and the like are strictly prohibited, unless special arrangements have been made with the city.

10. 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, as **no glass is allowed in city parks**. Grills are available by each shelter and throughout the parks.

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.

11. USE. The user shall only use the picnic shelter for the purpose stated on the reservation request form. Any other use of the structure shall require prior written approval and/or arrangements by the city. For certain events or activities that will alter the general use of a park, picnic shelter, adjacent grounds or city property, including music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, and similar items, a special event application form is required to be submitted to city hall for consideration by the city council prior to the event. The user understands that city parks are drug free and agrees that neither the user nor any guests shall use any type of illegal drugs in the park. Pets are allowed in city parks but must be leashed at all times. Any animal excrement must be disposed of properly in a sanitary manner.

The user shall only use the shelter for the purpose stated on the reservation request form. Any other use of the shelter shall require prior written approval and/or arrangements by the city. For certain events or activities that will alter the general use of a park, building, adjacent deck/patio or city property, including music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, and similar items, a special event application form is required to be submitted to city hall for consideration by the city council prior to the event. The user also understands that pets are allowed in city parks, but not allowed in the beach house, and must be leashed at all times.

12. DEFAULT. If the user defaults in the payment of rent, 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 picnic shelter.

13. HOLD HARMLESS. The user acknowledges and understands the risks and hazards associated with using the picnic shelter 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 a picnic shelter, 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 of the picnic shelter. 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 picnic shelter 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 picnic shelter, including any property owned by the city that is attached to or located within or outside the picnic shelter, including the cost to repair or replace such property relating to the use of the picnic shelter by the user or by the user's guests.

14. 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 picnic shelter.



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LAKESIDE AND BARKER'S ALPS PARK RULES

- ❖ **Dogs/pets must be leashed at all times and are not allowed in any park building or the Lakeside Park beach area. Please clean up after your pet.**
- ❖ **All trash must be placed in designated waste/recycling receptacles.**
- ❖ **Glass containers are not allowed.**
- ❖ **Recreational fires are not allowed.**
- ❖ **Picnic shelters are available for public use on a first come, first served basis, unless reserved in advance and posted.**
- ❖ **Charcoal within the satellite grills must be extinguished before leaving the park.**
- ❖ **Swimming is allowed at your own risk within the buoyed area at Lakeside Park (no lifeguard on duty).**
- ❖ **Children must be accompanied by an adult in the Lakeside Park beach area.**
- ❖ **Parking for vehicles is only allowed in the designated parking lots surrounding the park, during park hours.**
- ❖ **Parking for vehicles with attached boat trailers is only allowed in designated, posted areas in and adjacent to Lakeside Park.**
- ❖ **Ball fields, soccer fields, and volleyball courts are available for public use on a first come, first served basis, unless reserved in advance and posted.**

PARK HOURS: SUNRISE TO SUNSET
~ PLEASE RESPECT THE PROPERTY AND ALL PARK USERS ~

