



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

**2023  
 NON-RESIDENT  
 PARK RESERVATION REQUEST**

City parks are generally open to the public from sunrise to sunset daily. Certain facilities offer seasonal extended hours, so be sure to refer to posted city signage for regulations. Prior to submitting this reservation request form, individuals are encouraged to contact City Hall to check availability. The city accepts reservation requests from non-residents on a first-come, first-served basis beginning February 1 for the calendar year. Rental fees must be paid in full at the time of the reservation and are listed on the reverse side of this form.

<b>Applicant Information</b>
Name:
Address:
Phone Number(s):
Email:
Business or Organization Name (if applicable):

<b>Reservation Date / Time</b>
<b>Date:</b> _____ <b>Day:</b> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<i>Beach House / Picnic shelters: May 1 – October 15</i> <i>Fields / Courts: April 1 – October 31, weather depending</i>
<b>Start time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM <b>End time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM
<i>Beach House: Sunrise – Sunset, 8 hour maximum</i> <i>Picnic Shelters / Fields / Courts: Sunrise – Sunset</i>

<b>Park Facility</b>
<b>Lakeside Park</b> 95 Central Ave. <input type="checkbox"/> Picnic Shelter #1 (south) <input type="checkbox"/> Picnic Shelter #2 (center/south) <input type="checkbox"/> Picnic Shelter #3 (north) <input type="checkbox"/> Picnic Shelter #4 (next to Beach House) <input type="checkbox"/> Beach House <input type="checkbox"/> Ballfield <input type="checkbox"/> Volleyball Court
<b>Barker's Alps Park</b> 901 5 <sup>th</sup> Ave. N. <input type="checkbox"/> Ballfield #1 (north) <input type="checkbox"/> Ballfield #2 (south) <input type="checkbox"/> Soccer Field #1 (north) <input type="checkbox"/> Soccer Field #2 (south) <input type="checkbox"/> Picnic Shelter
<b>Perro Park</b> 374 2nd St. N. <input type="checkbox"/> Tennis Court #1 (west) <input type="checkbox"/> Tennis Court #2 (east) <input type="checkbox"/> Ballfield

Reservation Details	
Attendance:	<input type="checkbox"/> Private event; invite only <input type="checkbox"/> Public event; meeting/activity
<i>Beach house / Picnic shelters: 50 max. occupancy (each) If the attendance exceeds 100, a large group special event application is required instead of this form.</i>	
Description of proposed use/event:	
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 prepackaged and served in paper, plastic, or aluminum containers (no glass allowed). A temporary liquor license may be required for certain activities involving alcohol (contact City Hall for details).</i>	

Reservation Policies and Payment
<ul style="list-style-type: none"> <li>Reservations will not be accepted without completion and submittal of this form to City Hall.</li> <li>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.</li> <li>Full payment in the form of cash or check payable to "City of Bayport" is due at the time of the reservation. A \$150.00 damage/cleaning deposit, <u>on a separate check</u>, is also required for the Beach House. The deposit check will be destroyed by staff if no damages occur or excessive cleaning from food, beverage, and/or decorations (balloons, glitter, confetti, etc.) is not required as a result of the event. If damages occur, city personnel will contact the applicant.</li> <li>This form will serve as a confirmation and receipt for the reservation. The applicant must contact City Hall to request and receive approval of any changes related to the event or activity.</li> <li>Problems securing the Beach House 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.</li> </ul>

Applicant Acknowledgement and Signature
The undersigned hereby acknowledges receipt of the park facilities 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. The undersigned also acknowledges that a special event application and/or additional damage deposit may be required, depending on the use and any city services requested or deemed necessary.
Signature: _____ Date: _____

Picnic Shelters	Time	Fee	Cash/Check #	Date
1 – 50 people (1 shelter)	Daily	\$100.00		
51 – 100 people (2 shelters)	Daily	\$200.00		
101 + people	Special Event Application Required			
Beach House				
8 hours	Monday - Thursday	\$200.00		
8 hours	Friday - Sunday	\$300.00		
Deposit/cleaning fee		\$150.00		
Sports Fields/Courts				
Ballfield, Soccer Field, Tennis Court, Volleyball Court	Daily	\$15.00		
Other		\$ _____		

Office Use
Entered into Calendar: <input type="checkbox"/> Placard Made: <input type="checkbox"/>