City of Bayport
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Phone 651-275-4404
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2020 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 January 15 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.

Applicant Information

Name:

Address:

Phone Number(s):

Email:

Business or Organization Name (if applicable):

Reservation Date / Time

Date: **Day :** ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Beach House / Picnic shelters: May 1 – October 15
Fields / Courts: April 1 – October 31, weather depending
Nature Center: January 1 – December 31

Start time: ☐ AM ☐ PM **End time:** ☐ AM ☐ PM

Beach House: Sunrise – Sunset, 8 hour maximum
Picnic Shelters / Fields / Courts: Sunrise – Sunset
Nature Center: 7:00 a.m. – 10:00 p.m., 8 hour maximum

Park Facility

Lakeside Park 95 Central Ave.	☐ Picnic Shelter #1 *(south)*	☐ Picnic Shelter #2 *(center/south)*
	☐ Picnic Shelter #3 *(north)*	☐ Picnic Shelter #4 *(next to Beach House)*
	☐ Beach House	☐ Ballfield
	☐ Volleyball Court	
Barker's Alps Park 901 5th Ave. N.	☐ Ballfield #1 *(north)*	☐ Ballfield #2 *(south)*
	☐ Soccer Field #1 *(north)*	☐ Soccer Field #2 *(south)*
	☐ Picnic Shelter	
Perro Park 374 2nd St. N.	☐ Tennis Court #1 *(west)*	☐ Tennis Court #2 *(east)*
	☐ Ballfield	
Inspiration 1215 Inspiration Parkway	☐ Nature Center	

Reservation Details

Estimated attendance: ☐ Private event; invite only ☐ Public event; meeting/activity

Beach house / Picnic shelters: 50 max. occupancy (each)
Nature Center: 40 max. occupancy
If the attendance exceeds 100, a large group special event application is required instead of this form.

Description of proposed use/event:

Will alcohol be served (but not sold): ☐ Yes ☐ No Will alcohol be sold: ☐ Yes ☐ No

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).

Reservation Policies and Payment

- Reservations will not be accepted without completion and submittal of this form to City Hall.
- 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 in the form of cash or check payable to "City of Bayport" is due at the time of the reservation. A $100.00 deposit, on a separate check, is also required for the Beach House and the Nature Center. The deposit check will be destroyed by staff if no damages occur or excessive cleaning is not required as a result of the event. If damages occur, city personnel will contact the applicant.
- 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.
- Problems securing the Nature Center or 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.

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/Nature Center				
8 hours	Monday - Thursday	$200.00		
8 hours	Friday - Sunday	$250.00		
Deposit		$100.00		
Sports Fields/Courts				
Ballfield, Soccer Field, Tennis Court, Volleyball Court	Daily	$15.00		
Other		$_____		

Office Use

Entered into Calendar: ☐ Placard Made: ☐