

Pavilion Rental Agreement

Main Contact/Organization: _____ Phone: _____

Onsite/Event Contact (If Applicable) _____ Phone: _____

Event Date(s): _____ Number of People Attending Your Event: _____

Arrival Time (No earlier than 9:00am): _____ Departure Time (No Later Than 10:00pm): _____

Park _____ Pavilion(s) Reserved: _____

Facility Use Regulations

- By reserving the designated space, the renter agrees to comply with the following terms. Failure to comply will result in additional charges and/or termination of the reservation.
- Payment in full is due at the time of making the reservation. If the event is cancelled 14 days or more prior to the scheduled date, an **80%** refund is available. No changes or refunds will be made to the reservation within 14 days of the event.
- Access to the space is only allowed during the specified reservation times and **includes the time needed to set-up and clean-up** after the event. Variations from these times may not be accommodated by Park Service-Maintenance the day of the event.
- The departure time is the agreed upon time that your group will have everything out of the pavilion. This includes, but not limited to, guests, equipment, decorations, caterers, and DJ. If necessary, Parks Services and/or law enforcement will escort groups off the premises if they are in the pavilion after the scheduled departure time.
- Any additional charges resulting in damages or violation of the above stated regulations will be billed to the credit card used to secure the reservation.
- The renter is responsible for the actions of guests and any damage to the facility, grounds, or property caused by the reservation including failure to clean-up after the event. Any damage will be documented, and renter will be responsible for all associated costs. Please clean the tables and place garbage and recyclable materials in the appropriate containers. Please inspect the grounds for litter remaining from your event. Additional charges of \$40/hr per staff member plus supplies and equipment will apply if the pavilion is not left in satisfactory condition.
- Groups are asked to pick up litter following the event within the reserved area. Releasing of materials (i.e., balloons, lanterns, etc.) will not be permitted as they are not recoverable and cannot be properly disposed of.
- Groups that exceed the maximum capacity for the designated pavilion will be asked to reduce the number of attendees to comply with capacities. The Parks Department reserves the right to cancel or end events that have exceeded capacity without permission. Refunds will not be provided for any applicable fees.
- Payment in full is due at the time of making the reservation. If the event is cancelled 14 days or more prior to the scheduled date, an 80% refund is available. No refunds will be issued due to weather. No changes or refunds can be made to the reservation within 14 days of the event.
- Tobacco/E-cigarette use is not permitted. This includes outdoor gathering spaces and building entry areas.

Decorations

- If you are planning to decorate the pavilion for your event, please remember, no nails, staples, or spray adhesives may be used. The only tape allowed is painter's tape. Glitter, confetti, silly string, water balloons and bird seed is not permitted.
- You are responsible for any damage to the facility caused by your group. This includes failure to clean-up after your event. You will be billed for any damages and/or clean-up needs.

Detailed description of decorations:

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Regional Park Vehicle Entry Permits & Vouchers

- Regional parks require a \$7 daily or \$30 annual vehicle entry pass to be displayed on each vehicle entering the park.
- Guests can purchase vehicle entry permits at the pay stations or when facilities are staffed with an attendant.
- Vouchers are an easy way to pay your guest's vehicle entry permits. A company business card, flyer, or identifying item can be turned in at our entry gate for people who are with your party. Please limit the size of your vouchers to 3x5.
 - Send the vouchers out with the invitations to your event or issue them at your place of business for a company picnic. Please provide the estimated number of vehicles you are expecting.
 - After your event, collected vouchers will be counted and charged to your credit card on file at the rate of \$7/voucher if it is within 10% of your estimated amount of vehicles. If it is more than 10% above the estimated amount, we will contact you before charging your card.
 - After charges are made to your account a receipt will be provided. If you would like to use a credit card other than what was used for your reservation, contact the Parks Office 763-324-3300.
 - Please provide a copy of the voucher to the Parks office at least two weeks prior to the event.

I will use a vehicle voucher to pay for my guest's entry. Estimated Number of Vouchers To Be Returned: _____

Special Use Requests

Only items described and approved within this use request will be permitted. The requests will not be allowed if all fees are not paid in full.

A fee of \$25 (+tax) is required for accommodating the special use request and is paid if the request is approved. Charges will be applied to the credit card used to secure the reservation and a receipt will be sent via email. If you would like to use a different credit card or other payment method than what was used for your reservation, contact the Parks Office 763-324-3300.

Special Use Items Requested*:

Request Approved

Special Use Request Approval Comments:

**Items may require additional documentation or proof of insurance.*

A certificate of liability insurance may be required due to the nature of the request. Insurance requirements include, but are not limited to, comprehensive general liability in the minimum amount of \$1,000,000 per occurrence, \$1,000,000 general aggregate, \$1,000,000 food product liability per occurrence (if applicable) and fire/property damage in the amount of \$1,000,000 per occurrence. The required insurance certificate must name the County of Anoka, 2100-3rd Ave, Anoka, MN 55303, its officials, agents, employees, and volunteers as additional insured's. A copy of the Certificate of Insurance that verifies such insurance is in full force throughout the term of the request and must be submitted to the Anoka County Parks Department office 14 calendar days prior to the scheduled event. Failure to submit the Certificate of Insurance 14 calendar days prior to the event will result in cancellation of the special use request.

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Event Setup

- Under no circumstances may tables be moved that are secured to a concrete pad. All picnic tables that are not secured to concrete pads must be positioned in the same place as they were when you arrived for your reservation. At no time can the picnic tables be removed from the concrete pads.
- Do not attempt to drive any spikes (metal or otherwise) into the ground as underground utility lines may be present. Canopy tents and other structures are approved by special use permit only and for a fee of \$25.00 (+tax). Only free-standing canopies are allowed.
- If you are planning a picnic with games and activities, please inform the reservation staff. Certain games, amusement devices/equipment, sound amplification, and other activities may require review and special permitting by the Parks Department.
- Do not plug in two high electric demand appliances into one outlet. If the circuit is tripped, unplug all appliances and reset (red button).
- For park maintenance and/or park service assistance after regular business hours please call 763-324-3360. During regular business hours (Monday through Friday 8:00 am - 4:30 pm) please call 763-324-3300.

Request to Serve Beer and/or Wine

Beer and wine are permitted in limited quantities. **No hard liquor.** A permit from the Parks Department is required for kegs of beer. The renter is responsible for the actions of guests. The presence of hard liquor will result in an immediate ending of the event and refunds will not be provided.

In consideration of being permitted by Anoka County to use the reserved facility on the date of reservation I, Releaser, for myself, my spouse, my legal representatives, heirs and assigns, do hereby release, waive and forever discharge Anoka County, it's commissioners, officers, employees and agents, successors and assigns, who are herein referred to as Releasees, from any and all liability, including each and every claim, demand, action or right of action, of whatever kind or nature, either in law or in equity, arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting to or to result from any accident that may occur as a result of use of the facility at the Anoka County Parks' facility or any activities in connection with use of the Anoka County Parks' facility, whether by negligence or not. This release does not waive liability for intentional, willful or wanton acts of Releasees. I further release Releasees from any claim whatsoever on account of first aid, treatment or service rendered to me and my guests during and/or after our participation in activities at the Anoka County facility by Anoka County staff. Releaser hereby assumes full responsibility for the risk of bodily injury, death, or property damage due to the negligence of Releaser or otherwise while upon the property of Anoka County and while participating in activities at the Anoka County facility. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital. Releaser further states that I have read the foregoing release and know the contents thereof and agree to this release as Releaser's own free act.

Request to Serve Beer and/or Wine

Keg Beer Offered? (Maximum 2 Kegs) Name of Keg Monitor: _____

If keg beer is offered, an individual must be designated as a keg monitor responsible for monitoring consumption and preventing access to minors.

FOR PARK MAINTENANCE AND/OR ONSITE PARK SERVICES ASSISTANCE:
DURING REGULAR BUSINESS HOURS (Monday – Friday, 8:00 am - 4:30 pm) - 763-324-3300
AFTER REGULAR BUSINESS HOURS - 763-324-3360

The renter agrees to comply with the following terms. Failure to comply may result in termination of the reservation prior too or during the event and/or additional charges. Access to the facility will not be granted unless this agreement has been completed and signed.

Printed Name

Signature

Date