

ANOKA COUNTY PARKS

Pavilion Rental Agreement

*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.*

- You are responsible for clean-up after your event. 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 pickup 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.
- 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.
- 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).
- Beer and wine are permitted in limited quantities. A permit from the Parks Department is required for kegs of beer. **No hard liquor.** The presence of hard liquor will result in an immediate ending of the event and refunds will not be provided.
- 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.
- Regional parks require a \$6 daily or \$30 annual vehicle entry pass to be displayed on each vehicle entering the park.
- 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.

*This agreement must be signed and returned within five (5) business days of reserving the facility.
Access to the facility will not be granted unless this agreement has been completed and received by the Parks Department.*

Signature

Printed Name

Today's Date

Phone Number

Email Address

Date of Event

Park Name

Pavilion/Shelter # or Name