



Centennial Park
205 Birch Street W, St. Joseph, MN 56374
Reservation Form

Date(s) Time Type of Gathering

Contact Name Address Telephone Email Address

Reservation Procedure:

* A signed copy of this contract and payment of applicable fees, **(two separate checks)**, must be returned within two weeks to consider this reservation confirmed.

Rules & Regulations

- * City Parks are open from 10:00 AM - 10:00 PM. Park rental is for date of reservation ONLY.
- * For weekday reservations keys to the shelter must be picked up BEFORE 12 NOON the day preceding your event. For weekend reservations keys to the shelter must be picked up the preceding Friday BEFORE 12 NOON. Keys are checked out at the City Offices, 75 Callaway Street E. Office hours are M-F, 8 AM-4:30 PM.
- * **In the event it becomes necessary for a City staff member to unlock the facility, a fee in the amount of \$60 will be deducted from the damage deposit for that service.**
- * This rental agreement applies to the park shelter only. Renting the park shelter does NOT entitle you to exclusive use of the park.
- * Fires must be contained in grills for fireplaces.
- * Keg permits are required. Permits must be purchased in advance of your event at the City Offices.
- * All motor vehicles must be parked in designated parking areas.
- * Cleaning supplies are provided by the City and are available in each park shelter. Shelter and grounds must be clean and orderly upon your departure in order to receive a refund of your damage deposit.
- * Please be certain that all facilities are locked upon your departure. Keys should be deposited in the yellow box located inside the park shelter.
- * After the Maintenance Staff has found the shelter and related equipment in good condition and your shelter key has been returned, your damage deposit will be sent back to you by mail.
- * Emergency Contact number - 320.363.8250

Equipment Checklist

- | | | | |
|---------------------------------------|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Stove | <input type="checkbox"/> 6 - Picnic Tables (Indoors) | <input type="checkbox"/> Horseshoes | <input type="checkbox"/> Key Returned |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> 3 - Picnic Tables (Outdoors) | <input type="checkbox"/> Volleyball | |

NOTE: Park also features running water, restrooms, and electricity. Initials _____

I hereby certify that I have read and understand the park rules and regulations. I further agree that any false statements contained on the application or failure to follow park rules will result in the forfeiture of the damage deposit, termination of the shelter rental agreement, and rejection of future applications for park shelter rental.

On behalf of myself and/or the organization I represent, I agree to indemnify and hold harmless the City of St. Joseph, its agents or employees, from any claims, injuries, or damages and all occurrences resulting from or relating to the use of said City Park whether occurring on the premises or off premises.

Signature _____ Date _____

OFFICE USE ONLY

Rental Fees: \$100.00	Damage Deposit: \$200.00
<input type="checkbox"/> Received	<input type="checkbox"/> Received

Returned _____

RENTAL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE