



Millstream Park Reservation Form
725 County Road 75 W
St. Joseph, MN 56374

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. **RENTAL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

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 Government Center, 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.
- * 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 grey box located inside the park shelter.
- * After the Maintenance Department 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 (office use only)

- | | | | | |
|---------------------------------------|--------------------------------------------------------------|----------------------------------------------------|---------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Microwave | <input type="checkbox"/> 60 Chairs | <input type="checkbox"/> 2 - 4' rectangular tables | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Wood Bench |
| <input type="checkbox"/> Stove | <input type="checkbox"/> 6 - 5' Round Tables (Indoor) | <input type="checkbox"/> 2 Fire Extinguishers | <input type="checkbox"/> 2 Basketballs | |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> 13 - 8' Rectangular Tables (Indoor) | <input type="checkbox"/> 2 Table & Chair Carts | <input type="checkbox"/> 8 Horseshoes | |
| <input type="checkbox"/> Grill | <input type="checkbox"/> 9 - 8' Picnic Tables (outdoor) | <input type="checkbox"/> Snow Shovel | <input type="checkbox"/> Key Returned _____ | |

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

Received

Received

Returned _____