



HASTINGS PARKS & RECREATION
 920 W 10th Street - Hastings, MN 55033
 Phone: 651-480-6175 -- Fax: 651-437-5396
 After Hours Contact: 651-480-6183

PARK FACILITY RENTAL PERMIT APPLICATION

APPLICANT INFORMATION

Contact Name: _____

Organization Name (if applicable): _____

Mailing Address: _____

Phone (Home): _____ (Work): _____ (Cell): _____

Email: _____

Are you tax exempt? Y N *If yes, please include a copy of your organization's tax exempt certificate with this form.*

RENTAL INFORMATION

Facility Requested: _____ Date Requested (M/D/Y): _____

Mon Tue Wed Thu Fri Sat Sun

Time Frame Requested (Parks are open from 6am - 10pm daily): _____

Type of Event:	Shelter Rentals include 5 picnic tables (6 for Rotary Pavilion) - Extra picnic tables are available for \$15/each + tax Total # of extra tables needed: _____
Estimated Attendance:	

RENTAL FEES (current sales tax is 7.125%)	RESIDENT	NON-RESIDENT
Levee Park—Rotary Pavilion, Amphitheater and surrounding area	\$300 + tax (\$321.38)	\$360 + tax (\$385.65)
Levee Park—Rotary Pavilion Full Day 6 AM-10 PM Half Day 6 AM-1:30 PM <i>or</i> 2:30 PM– 10 PM	Full Day \$150 + tax (\$160.69) Half Day \$80 + tax (\$85.70)	Full Day \$180 + tax (\$192.83) Half Day \$100 + tax (\$107.13)
Levee Park—Amphitheater—Stone Seating	\$100 + tax (\$107.13)	\$120 + tax (128.55)
Open Air Shelters (Roadside, Vermillion Falls, Pioneer)	\$35 + tax (\$37.50)	\$60 + tax (\$64.28)
Enclosed Shelters (Lions, Wallin)	\$50 + tax (\$53.57)	\$60 + tax (\$64.28)
Parks (Cari, Tierney, Wilson, Other City Parks)	\$40 + tax (\$42.85)	\$50 + tax (\$53.57)

A resident lives within Hastings City Limits. A zip code of 55033 does not indicate City of Hastings Residency. City staff will be happy to help determine if your physical address is within City Limits.

DAMAGE DEPOSIT

A \$200 damage deposit check is required for Rotary Pavilion rentals. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff. The damage deposit will not be processed, unless there is notable damage.

KEY POLICY

A key is required for Lions & Wallin Park shelter rentals. A \$100 deposit is required at the time you pick up the key and will be returned to you upon the return of the key and inspection of the facility by Parks & Recreation staff. Keys may be picked the week of your rental. **Key pick-up hours: Mon-Fri 7:00am - 3:00pm; KEYS MAY NOT BE PICKED UP ON WEEKENDS.**

Additional information on reverse side

GENERAL GUIDELINES FOR FACILITY RESERVATIONS

- **If you have an after hours concern, please call 651-480-6183 and our Parks staff will call you back as soon as possible.**
- Applicants who live or work in Hastings will receive priority reservations.
- Beer and wine is allowed in City parks between the hours of 8:00 a.m. and 10:00 p.m. At Veterans Athletic Complex, beer and wine is allowed between the hours of 8:00 a.m. and 11:00 p.m. It is unlawful for any person to consume or be in possession of intoxicating liquor (hard alcohol) in any City park at any time.
- Glass bottles and containers are not permitted in City parks. We recommend cans, plastic bottles, or cups.
- Parking is allowed in parking lots. No unauthorized vehicles are permitted to be on grass, sidewalks, trails, fields, etc.
- Parks are open from 6:00 AM until 10:00 PM (11:00 PM at Veterans Athletic Complex).
- If the facility you have reserved is being used by another group, and they refuse to leave, please call 911 to contact the local police. In Dakota County, 911 is the number to call for emergency and non-emergency police response.
- The City of Hastings reserves the right to deny or revoke a permit for non-compliance or if it is believed to be in the best interest of City facilities or park users.
- Recycling and trash must be deposited in the appropriate receptacles.
- No group may set up a tent or other temporary shelter without authorization from the Parks and Recreation Department. Please contact Cory Likes at 651-480-6178 for authorization.
- Rentals for facilities are subject to applicable Minnesota State sales tax.
- **Cancellation Policy:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made **at least two business days (Mon–Fri)** prior to the scheduled event. No refunds will be issued if cancellation is not made at least two business days prior to the event.
- Certain events may require proof of insurance in a minimum amount to be determined based on event type. This generally does not apply to standard park reservations.
- Effective June 1, 2007, a **Tobacco-Free policy** has been approved in all city-owned or operated parks or outdoor recreational facilities. Users shall refrain from using any tobacco product in any city-owned or operated park or recreational facility.

SHELTER RULES

- Rental of a shelter does not include exclusive use of the surrounding park facilities.
- Renters may not display anything on park property without authorization from the Parks and Recreation Department.
- Rental includes 5 picnic tables (6 picnic tables for Rotary Pavilion) The City of Hastings will provide more picnic tables if requested at an additional cost of \$15 per table plus sales tax.
- Personal charcoal & propane grills are allowed in City Parks, outside of shelters. Please do not discard hot charcoal in garbage receptacles.
- Electricity is available at Levee Park Rotary Pavilion, Lions Park, Wallin Park, Roadside Park and Vermillion Falls Park.

FORM OF PAYMENT

Cash Check Visa MasterCard

AMOUNT PAID \$

Credit Card #

Name on Card:

Expiration Date:

CVV/CVC code (3 digits on back):

Note: Once your rental request is received, you will be contacted via e-mail or phone to confirm.

Note: If you are e-mailing or faxing this form, please do not provide your credit card information on this form, please call our office at 651-480-6182
Email: pmarschall@hastingsmn.gov

The persons and/or organizations renting the facilities within the City of Hastings, by signing this and accepting the terms and agreements on this application, agree to defend, indemnify, and hold harmless the City of Hastings, its officers and employees, for any damages to City property by participants or public involved in the use of the rented facility and agrees to assume all liability for the injury or death of any participant and public involved. Any damage to the facility or equipment shall be reported immediately. *By signing this form, I acknowledge I have read, understand and agree to any and all conditions set forth by the City of Hastings and the Parks and Recreation Department.*

Applicant Signature

Parks and Recreation Staff Signature

Revised May 2018