

# Park Facility Rental Application

## Applicant Information

Name	DOB		
Company Name			
Address	City	State	Zip
Email Address			
Primary Phone	Secondary Phone		

## Event Information

<b>Brookview Park Pavilion</b>	Date(s)	<input type="checkbox"/> Large <input type="checkbox"/> Small <input type="checkbox"/> Both	Est. Attendance
		<input type="checkbox"/> 11 am-4 pm <input type="checkbox"/> 5-10 pm <input type="checkbox"/> All day	
		Event Type	
<b>Brookview Park Gazebo</b>	Date(s)	Time	Est. Attendance
		Event Type	
<b>Park Shelter Building</b>  <input type="checkbox"/> Gearty <input type="checkbox"/> Lions <input type="checkbox"/> Scheid <input type="checkbox"/> Hampshire <input type="checkbox"/> Medley <input type="checkbox"/> Wesley <input type="checkbox"/> Lakeview <input type="checkbox"/> Schaper	Date(s)	Time	Est. Attendance
		Event Type	

**Are you planning to serve beer or wine at your event?**  No    Yes

If yes, see section 7, Alcohol Policy, under Rental Rules And Regulations on page 2.

**Are you planning to provide portable recreational equipment event?**  No    Yes

If yes, see section 11d under Rental Rules And Regulations on page 2.

## Rental Fees (Fees do not include tax)

Facility	Fees	Total
Brookview Large Pavilion	\$150 Res, \$200 Non-res (1/2 day)   \$300 Res, \$400 Non-res (all day)	
Brookview Small Pavilion	\$115 Res, \$150 Non-res (1/2 day)   \$230 Res, \$300 Non-res (all day)	
Beer/Wine Permit	\$50	
Brookview Gazebo	\$25/hr Res, \$35/hr Non-res (2 hours minimum)	# Hours
Park Shelter Building	\$35/hr Res, \$40/hr Non-res	# Hours
Damage & Use Guideline Compliance Deposit	\$250 (see section 5 on reverse side)	\$250
	<b>Tax</b>	
	<b>Total Due</b>	

## Consent And Release Of Liability

By signing below you acknowledge that you have received and read the Rental Rules and Regulations on page 2. You further agree to abide by the Rental Rules and Regulations as well as all applicable policies, ordinances, and state and federal laws.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Official Use Only</b>	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Visa/Mastercard/Amex/Discover # _____
Expire: _____ SecCode: _____ Signature for card _____			
Date received	by	Date processed	by
		Amount paid	

# RENTAL RULES AND REGULATIONS

## 1. Rental Fee & Cancellation Policy

All rental fees and deposits must be paid in advance. If you cancel more than two weeks prior to your event, you will receive a full refund. If you cancel less than two weeks prior, you will not receive a refund. Refunds will not be refunded due to rain or inclement weather. If the City cancels your reservation due to extenuating circumstances, you may request a full refund.

## 2. Parking

Parking is free in designated parking areas and on surrounding streets. Motor vehicles are not allowed in the park, except in designated parking areas.

## 3. Event Hours

- a. All parks close at 10 pm and all events must conclude and be cleaned up by that time.
- b. All reserved event times include set-up and clean-up time. Please reserve enough time before and after your activity to completely vacate and clean the facility. If activities are not concluded and cleaned up by the end of your reserved time, the City may charge you a staffing fee, additional clean-up fees, and may keep your deposit.

## 4. Site Maintenance & Clean-up

- a. You are responsible to pick up the facility at the end of your event, and you must leave the facility in the same condition in which you found it. Several trash and recycling containers are available for your use, but in cases where your rubbish exceeds this capacity, you are responsible for removing all overflow trash and recycling from the facility. No trash, equipment, materials, supplies, or furnishings of any kind may be left at the facility after your reserved time. Failure to comply will result in the loss of your Damage and Regulations Compliance Deposit.
- b. Decorating is permitted, but you may not mark, damage or deface any City property. Do not use nails or staples to hang decorations. If you use tape or other adhesives, be sure to remove all decorations and adhesives after your event. Confetti, glitter, birdseed, and rice are not allowed. Any decorations left past your event time will be discarded.
- c. If you damage the facility, fail to clean up the site, or fail to follow the facility use rules, you will be charged at an hourly rate to cover the cost of all clean-up and repairs.

## 5. Damage & Use Guideline Compliance Deposit

The City requires a \$250 deposit for potential pavilion or park damage, additional pavilion or park clean-up, allowing amplified music, or using the facility over its capacity. Deposits are due at time of reservation and can be paid by check or cash (in-person only), or credit card. Deposit refunds will be processed within 14 business days following the reservation.

## 6. Fires

No fires shall be lighted or made in the park except in amenities provided for such purposes. All fires, whether wood or charcoal, must be completely extinguished before the group leaves the park area. Fire and safety regulations of the City of Golden Valley and the State of Minnesota must be observed at all times.

## 7. Alcohol Policy

Alcoholic beverages are not allowed on City property, except beer and wine in the Brookview picnic pavilions with an alcohol permit. The sale of alcohol is prohibited on all City property. To obtain an alcohol permit, you must pay an additional permit fee of \$50, provide an insurance rider with host liquor coverage, and provide a valid credit card for the Damage and Use Guideline Compliance Deposit. The insurance rider must have a liability limit of at least \$1,000,000 per occurrence and list the City of Golden Valley as an additional insured. Host liquor coverage is typically available from your homeowner's insurer. You may also purchase coverage through the GatherGuard Event Liability Insurance Program. For more information visit: <https://app.gatherguard.com/?v=0501-1909>.

**PLEASE NOTE:** If you wish to serve beer or wine at your event, the following must be paid and submitted all together at least 14 days prior to your event: 1) \$50 permit fee, 2) insurance rider, 3) valid credit card for the Damage and Use Guideline Compliance Deposit. Alcohol permits are only available for purchase in person at Brookview.

## 8. Amplified Music & Sound

No amplified music or sound is allowed in any park or park pavilion.

## 9. Indemnification

You are responsible for all damage done to City property during your rental period and you agree to replace or pay the cost of replacing any missing items. You hereby agree to defend, indemnify, and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs, or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with the use of the facility by you or by your guests or invitees, except to the extent caused by the sole negligence, gross negligence, or willful misconduct of the City or its officers, employees, or agents.

## 10. Waiver & Assumption of Risk

You know, understand, and acknowledge the risks and hazards associated with using the facility and hereby assume any and all risks and hazards associated therewith. You hereby irrevocably waive any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss, or property damage incurred by you as a result of using the facility and hereby irrevocably release and discharge the City and any of its officials, employees, or agents from any and all claims of liability.

## 11. Miscellaneous

- a. No person may sell articles or products of any type without a permit granted by the City.
- b. The City is not responsible for loss of personal property by individuals or groups.
- c. The large pavilion has a maximum capacity of 100 patrons. The small pavilion has a maximum capacity of 50 patrons. If your group exceeds this capacity at any time during your rental, the City may immediately terminate your rental, require you and your guests to vacate the facility, and keep your security deposit.
- d. Any group planning to use portable party equipment (ie, inflatable, zip line, climbing wall) are subject to an additional permit fee of \$25 per unit. Additional insurance coverage is required and must have a liability limit of at least \$1,000,000 per occurrence and medical payment coverage of no less than \$5,000 per occurrence. All policies must list the City of Golden Valley as an additional insured.

**PLEASE NOTE:** If you wish to provide portable party equipment at your event, you must pay the permit fee and submit proof of liability insurance at least 14 days prior to your event date.

- e. You and your guests must abide by all applicable codes, rules, regulations, ordinances, statutes, and laws.

You certify that you have read and agree to be bound by these rules and further agree to be responsible for ensuring compliance with these rules by your guests and invitees. Failure to adhere to these rules may result in a fine and denial of any future rental requests.

Please call the Parks and Recreation Department at 763-512-2345 if you have any questions or for assistance with any maintenance issues.