



KEY OUT \_\_\_\_\_ RETURNED \_\_\_\_\_

# PICNIC SHELTER RESERVATION FORM

This reservation gives you priority for the use of the shelter space only. It does not guarantee the cleanliness of the shelter, as it is a public space. We strongly suggest checking the condition of the shelter the day of your reservation.

PARK SHELTER RENTED: (please circle one) **Oddfellows** **Sechler** **Riverside** **Spring Creek Park**

DATE OF RENTAL: \_\_\_\_\_

TIME OF RENTAL: **1-4 hr. rental \$40** \_\_\_\_\_ to \_\_\_\_\_ **All day rental \$60** \_\_\_\_\_ to \_\_\_\_\_  
(Includes MN State Sales Tax)

Name of Group or Individual (please print clearly): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

**Important Rules to Know:**

1. Reservations must be made at least one month in advance of the event date. All reservations require a \$100 damage deposit. Check will be destroyed once shelter has been inspected and found acceptable.
2. Restroom keys are available for groups larger than 25 people (excluding Spring Creek Park which does not have restroom facilities). Keys may be picked up 48 hours prior to reservation M-F, 8 a.m. – 5 p.m. Keys must be returned within 72 hours from end of reservation. Failure to do so will result in loss of damage deposit –No Exceptions. You may pickup and return keys at the City of Northfield Engineering office at City Hall, 801 Washington St.
3. To secure a reservation, the reservation form must be received within 7 business days after reservation was placed. Make checks payable to: City of Northfield.
4. Cancellations require 72 hour notice. A \$3 processing fee will be applied.
5. Glass containers are not permitted in City Parks, i.e. drinking glasses, jars and bottles.
6. Consumption of beer is allowed. Consumption of all other alcoholic beverages is not allowed. Beer must be brought in metal or aluminum cans.
7. Event organizers are responsible for cleaning and disposing of garbage at the event’s conclusion.
8. City of Northfield personnel will inspect the area after the group has used the shelter.
9. Bring this form with you to the shelter on the day of your rental as proof that you have rented the shelter.

I, the undersigned, hereby agree to release and discharge the City of Northfield, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments and executions. This release includes all claims that I, or the group renting the shelter may have against the City of Northfield for all personal injuries, death or property damage that may arise out of the rental and use of the City of Northfield’s shelters and parks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR DEPARTMENT USE ONLY**

Payment: Cash or Check# \_\_\_\_\_ Amount: \_\_\_\_\_ Damage Deposit: Cash or Check#: \_\_\_\_\_

Staff Initials Who Received Check: \_\_\_\_\_ Name of Staff Inspecting Park and Shelter: \_\_\_\_\_ Date: \_\_\_\_\_

**Acceptable**      **Unacceptable**      **Damages (please list)**

Shelter:	_____	_____	_____
Restrooms:	_____	_____	_____
General Park Area	_____	_____	_____