



## Park Event Reservation Form

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Number of Attendees expected: \_\_\_\_\_

Event Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (include set up & tear down)

Sponsoring Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

### **Important Rules to Know:**

- 1. Reservations must be made at least two months in advance of the event date.**
- 2. To secure a reservation, the reservation form and a \$100 clean-up deposit must be received within 7 business days after reservation was placed. Make checks payable to: City of Northfield.**
3. Glass containers are not permitted in City Parks, i.e. drinking glasses, jars and bottles.
4. Consumption of beer is allowed. Consumption of all other alcoholic beverages is not allowed. Beer must be brought in metal or aluminum cans.
5. Event organizers are responsible for cleaning and disposing of garbage at the event's conclusion. **All parks close at 10:00 p.m.**
6. City of Northfield personnel will inspect the area after the event.
7. Any additional costs for repairs or clean-up in excess of the \$100 deposit will be billed to the individual and/or group who reserved the park.
8. Bring this form with you on the day of your event as proof that you have the park reserved.

The sponsoring group is asked to take all safety precautions during the event. The sponsoring group is responsible for all clean-up and any damage or accidents that may occur in conjunction with the event.

If canceling or postponing your event, please notify the City of Northfield 48 hours in advance of the original event date so that other City Departments can be notified.

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

**Return signed form and payment to: Barb Neitzel, 801 Washington Street, Northfield, MN 55057**

# Park Event Reservation Form

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**FOR DEPARTMENT USE ONLY**

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

Certificate of Liability received: \_\_\_\_\_; City listed as additional insured Y or N; \$1,000,000 per occurrence: Y or N

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

**Acceptable**

**Unacceptable**

**Damages** (*please list*)

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