



## 2022 City of Belle Plaine Park Shelter Rental Check-list

- Read in full the Park Shelter Policy
- Complete in full the Park Shelter Rental form (page 3)
- Submit Park Shelter fee and a separate check for \$50.00 damage deposit with completed Park Shelter form.

How to submit:

Mail to:

City of Belle Plaine

PO Box 129

Belle Plaine, MN 56011

Drop off at City Hall in person or use the drop box:

218 N Meridian St

Belle Plaine, MN 56011

**\*\*Key Pick-Up**

City Hall from 8am-4pm on the Wednesday, Thursday or Friday of the week of your reservation

**\*\*Key Return**

After the event drop key off in the City Hall Drop Box located to the left of the front door. Deposit check will be mailed back.



## 2022 City of Belle Plaine Park Shelter Rental Policy

The shelters at Union Square and Court Square may be reserved by individuals and organizations for gatherings and events. The shelters are available for rent from Memorial Day weekend through October 1. Reservations will be accepted beginning January 1<sup>st</sup> of each year on a first come basis. Standing reservations for yearly events (i.e. family reunions, graduations, etc.) will not be accepted. The shelter rental fee is set each year by City Council resolution and is subject to change.

- NOTICE: For the 2022 season availability and restrictions may change based on CDC and Minnesota Department of Health guideline and regulations.

### 2022 Park Shelter Rental Rates:

- Resident (pays City tax) \$50 plus sales tax (\$53.69 w/ tax)
- Non-Resident (does not pay City tax) \$60 plus sales tax (\$64.43 w/ tax)
- Local Non-Profit: no charge

*\*All shelter rentals, including non-profit, require a \$50.00 damage deposit fee to be refunded upon inspection of shelter and/or when key is returned.*

### Reservation Process:

- Applicant must complete the park rental application and pay appropriate fees. Reservations are not valid until payment is received and application is approved.
- All applicants must be at least 18 years old to reserve Park Shelter.
- Contact City Hall to check availability at 952-873-5553.
- Cancellation fee is \$15. To avoid \$15 cancellation fee, cancellations must be at least two weeks prior to the day of rental in order to receive a full refund.

### Shelter Rental Information:

- Park Shelter key may be picked up at City Hall on Wednesday, Thursday or Friday 8:00am – 4:00pm of the week of your reservation.
- Key must be returned with two business days.
- The park shelter will be available for your use for the date you reserved. You may not store items or utilize the park shelter earlier than your rental date.
- All waste and litter shall be disposed of in the trash receptacles. You are responsible for cleaning and properly disposing of all garbage.
- Parks hours are from 7:00am – 9:00pm daily.
- Restrooms are unlocked during park hours by Public Works
- Do NOT turn off or unplug the refrigerators. The refrigerators are to remain on at all times.
- Alcohol is prohibited on City property per City Code Section 410.00
- No tents or other alternative shelter may be installed that require staking into the ground.
- Inflatable jumpers are prohibited unless you provide certificate of insurance with a \$1 million dollar general liability, \$1 million dollar umbrella coverage and sign a waiver releasing the City of Belle Plaine from all liability/injury.

**\*Please note a Large Assembly Permit may be required for Organizations/Individuals holding special events.**



2022 City of Belle Plaine Park Shelter Rental Form

Please check the shelter you are requesting:

\*Payment for park shelter due at time of reservation\*

\_\_\_\_\_ Court Square (by Historical House)
410 North Cedar Street

\_\_\_\_\_ Union Square (BBQ Day Park)
201 South Eagle Street

\_\_\_\_\_ Resident fee (pays City tax) \$50 plus tax (\$53.69 w/ tax)

\_\_\_\_\_ Non-Resident fee (does not pay City tax) \$60 plus tax (\$64.43 w/ tax)

\_\_\_\_\_ Local Non-Profit: no fee

\*All shelter rentals, including non-profit, require a \$50.00 damage deposit fee to be refunded upon inspection of shelter and/or when key is returned.

Day and Date of Rental Use \_\_\_\_\_
Name: \_\_\_\_\_ Email: \_\_\_\_\_
Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_
Phone Number: \_\_\_\_\_
Purpose of rental/Type of function: \_\_\_\_\_
Number of Guests: \_\_\_\_\_ (Please note a Large Assembly Permit may be required For Organizations/Individuals holding special events)

The undersigned hereby has received, read and understands the policies concerning the reservation for the park shelter rental at \_\_\_\_\_. In addition, agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to indemnify and hold the City harmless from, and against, any and all liability for any injury that may be suffered by them or any guests connect with this reservation.
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY Date Received: \_\_\_\_\_
Application Complete \_\_\_\_\_ Copy to Applicant \_\_\_\_\_ Original for City file \_\_\_\_\_
Total Fee Due: \_\_\_\_\_ Payment type \_\_\_\_\_ \$50 Deposit \_\_\_\_\_
Valid Park Shelter Rental Location and Date \_\_\_\_\_
City Approval: \_\_\_\_\_
Name Signature Date