

Park Reservation Form

Shakopee Parks and Recreation
1255 Fuller Street, Shakopee, MN 55379
Phone# (952) 233-9500 Fax# (952) 233-3831
www.ci.shakopee.mn.us or parks@ci.shakopee.mn.us

REQUEST FOR USE OF SHAKOPEE PARK FACILITIES

Complete this form and return it with your fee to the address, fax or e-mail listed above. Keep the yellow copy for your receipt. **Make your checks payable to the "City of Shakopee". Your shelter will be reserved on a 1st come 1st serve basis. Fee must be received before reservation will be made.** A permit will be mailed prior to your reservation. Cancellations made 30 days prior to a scheduled picnic will be refunded minus a \$5 service charge. No refunds for cancellations made after the 30 day period. If you have any questions regarding fees, regulations or facilities contact the Shakopee Parks and Recreation Office.

SPECIAL USE PERMITS

Some activities, such as amplified or live music, pig roast, dunk tanks, weddings, moonwalks*, car shows* or events open to the public require a special use permit. There may be additional fees.

* A certificate of insurance is required in the amount of \$1,000,000 per occurrence.

The certificate must name the "City of Shakopee" as an additional insured.

Will your event have any activities that would require a Special Use Permit? Yes _____ No _____

A \$50 deposit will be required at the time of pick up for the following items: restroom keys for Holmes, Hiawatha, Scenic Heights and, Westminster Parks, volleyball/horseshoe kits or frisbee golf disc. Items must be returned within 36 hours of reservation in order to receive your deposit back. The deposit fee is not the same as the rental fee and requires a separate check, cash or credit card number at the time of pickup.

PARK & SHELTER # REQUESTING _____	DAY/DATE _____	TIME _____	APPROX # ATTENDING _____
RESERVED FOR (group name) _____			
CONTACT PERSON _____		E-MAIL ADDRESS _____	

ADDRESS _____	CITY _____	STATE _____	ZIP _____
PHONE: HOME) _____	WORK) _____	CELL) _____	

EQUIPMENT REQUEST- (DEPOSIT REQUIRED) VOLLEYBALL/HORSESHOE KITS _____ FRISBEE GOLF (Lions Pk) _____

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental listed above. With my signature, I verify I have read the above release statements.

SIGNATURE OF PERSON MAKING RESERVATION **DATE**

OFFICE USE ONLY		
Check One:	<u>No Key/No Deposit Required</u> _____ Memorial Park-Shelter #1 _____ Memorial Park-Shelter #2 _____ Lion's Park-Shelter #1 _____ Lion's Park-Shelter #2	<u>\$50 Key/Equipment Deposit Required</u> _____ Holmes Park _____ Hiawatha Park _____ Scenic Heights Park _____ Westminster Park
Rental Fees \$65.00 + \$4.47 tax = \$69.47	Check Amt _____	Cash Amt _____ Credit Card Auth _____
Recorded in Book Yes _____ No _____	DATE PAYMENT RECEIVED _____ EMPLOYEE _____	

COMPLETE IF PAYING BY CREDIT CARD

CREDIT CARD NUMBER	VISA _____ MASTERCARD _____
Exp. Date	Name as it appears on card