



HASTINGS PARKS & RECREATION
 920 W 10th Street - Hastings, MN 55033
 Phone: 651-480-6175 -- Fax: 651-437-5396

PARK FACILITY RENTAL PERMIT APPLICATION

APPLICANT INFORMATION

Contact Name: _____

Organization Name (if applicable): _____

Phone: _____ Email: _____ Address: _____

Are you tax-exempt? Yes No

If yes, please include a copy of your organization's tax-exempt certificate with this form.

RENTAL INFORMATION

Facility Requested: _____ Date Requested (M/D/Y): _____

Mon Tue Wed Thu Fri Sat Sun

Time Frame Requested (*Parks are open from 6am – 10pm daily*): _____

Type of Event: _____ Shelter Rentals include 5 picnic tables (6 at the Rotary Pavilion)
 Estimated Attendance: _____ No extra tables are available for rental

Will the event generate at least 1 ton (8 cubic yards) of trash per location Yes No

Will the event generate food scraps back-of-house (e.g., non-public food-prep areas)? Yes No

RENTAL FEES (current sales tax is 8.125%)

	RESIDENT	NON-RESIDENT
Levee Park – (Rotary Pavilion, Amphitheater and surrounding area)	\$310 + tax (\$335.19)	\$370 + tax (\$400.06)
Levee Park – Rotary Pavilion (Shelter) Full Day 6 AM – 10 PM Half Day 6 AM – 1:30 PM OR 2:30 PM – 10 PM	Full Day \$160 + tax (\$173) Half Day \$90 + tax (97.31)	Full Day \$190 + tax (\$205.44) Half Day \$110 + tax (\$118.94)
Amphitheater (Stone Seating at Levee Park)	\$110 + tax (\$118.94)	\$130 + tax (\$140.56)
Open Air Shelters (Roadside, Vermillion Falls, Pioneer)	\$50 + tax (\$54.06)	\$60 + tax (\$64.88)
Enclosed Shelters (Lions, Wallin)	\$60 + tax (\$64.88)	\$70 + tax (\$75.69)
Parks (Cari, Tierney, Wilson, Other City Parks)	\$50 + tax (\$54.06)	\$60 + tax (\$64.88)

A resident lives within Hastings City Limits. A zip code of 55033 does not indicate City of Hastings Residency. City staff will be happy to help determine if your physical address is within City Limits.

DAMAGE DEPOSIT

A \$200 damage deposit check is required for Rotary Pavilion rentals. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff. The damage deposit will not be processed, unless there is notable damage.

KEY POLICY

A key is required for Lions & Wallin Park shelter rentals. A \$100 deposit is required at the time you pick up the key and will be returned to you upon the return of the key and inspection of the facility by Parks & Recreation staff. Keys may be picked up the week of your rental. **Key pick-up hours: Monday - Friday 7:00 a.m. - 3:00 p.m.**

GENERAL GUIDELINES FOR FACILITY RESERVATIONS

- Applicants who live or work in Hastings will receive priority reservations.
- Beer and wine are allowed in City parks between the hours of 8:00 a.m. and 10:00 p.m. At Veterans Athletic Complex, beer and wine are allowed between the hours of 8:00 a.m. and 11:00 p.m. It is unlawful for any person to consume or have intoxicating liquor (hard alcohol) in any City park at any time.
- Glass bottles and containers are not permitted in City parks. We recommend cans, plastic bottles, or cups.
- All paper and cardboard, cartons, metal cans, and plastics labeled #1, #2, and #5 must be properly sorted and placed in recycling containers provided by the City of Hastings.

- Each trash container must have a recycling container within 10 feet. The City of Hastings provides portable recycling and trash containers that can be checked out free of charge if your event requires additional waste bins beyond those currently present at the park. Any additional disposal costs are the responsibility of the applicant.
- It is the applicant's responsibility to educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors using the enclosed Recycle Right Guide.
- Parking is allowed in parking lots. No unauthorized vehicles are permitted to be on grass, sidewalks, trails, fields, etc.
- Parks are open from 6:00 AM until 10:00 PM (11:00 PM at Veterans Athletic Complex).
- If the facility you have reserved is being used by another group, and they refuse to leave, please call 911 to contact the local police. In Dakota County, 911 is the number to call for emergency and non-emergency police response.
- The City of Hastings reserves the right to deny or revoke a permit for non-compliance or if it is believed to be in the best interest of City facilities or park users.
- No group may set up a tent or other temporary shelter without authorization from the Parks and Recreation Department. Please contact Cory Likes at 651-480-6178 for authorization.
- Rentals for facilities are subject to applicable Minnesota State sales tax.
- **Cancellation Policy:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made **at least two business days (Mon–Fri)** before the scheduled event. No refunds will be issued if cancellation is not made at least two business days before the event.
- Certain events may require proof of insurance in a minimum amount to be determined based on event type. This generally does not apply to standard park reservations.
- Effective June 1, 2007, a **Tobacco-Free policy** has been approved in all city-owned or operated parks or outdoor recreational facilities. Users shall refrain from using any tobacco product in any city-owned or operated park or recreational facility.

SHELTER INFORMATION

- Rental of a shelter does not include exclusive use of the surrounding park facilities.
- Renters may not display anything on park property without authorization from the Parks and Recreation Department.
- Rental includes 5 picnic tables (6 picnic tables for Rotary Pavilion)
- Personal charcoal & propane grills are allowed in City Parks, outside of shelters. Please do not discard hot charcoal in garbage receptacles.
- Electricity is available at Levee Park, Lions Park, Wallin Park, Roadside Park, and Vermillion Falls Park.

FORM OF PAYMENT

<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card (3.12% fee)	(Visa, Mastercard, or Discover)
Amount Paid \$		Credit Card #	
Name on Card:		Expiration Date	CVV/CVC Code:

Note: Once your rental request is received, you will be contacted via e-mail or phone with confirmation

The persons and/or organizations renting the facilities within the City of Hastings, by signing this and accepting the terms and agreements on this application, agree to defend, indemnify, and hold harmless the City of Hastings, its officers and employees, for any damages to City property by participants or public involved in the use of the rented facility and agrees to assume all liability for the injury or death of any participant and public involved. Any damage to the facility or equipment shall be reported immediately.

By signing this form, I acknowledge I have read, understand, and agree to any and all conditions set forth by the City of Hastings and the Parks and Recreation Department.

Applicant Signature

Parks and Recreation Staff Signature