

ROSEVILLE PARKS & RECREATION
2660 Civic Center Drive - Roseville, Minnesota 55113
Phone: 651-792-7006 ~ Fax: 651-792-7100

OUTDOOR FACILITY RENTAL AGREEMENT

Name of Contact:

Name of Organization/Event:

Mailing Address:

City/State/Zip:

Phone #1:

Phone #2:

E-mail:

Estimated Attendance:

FIRST CHOICE FACILITY, DATE & TIME

Facility Requested:

Date Requested (M/D/Y):

/ /

Mon Tues Wed Thur Fri Sat Sun

Time Slot Requested:

9 am - 3 pm

4 pm - 10 pm

9 am - 10 pm

SECOND CHOICE FACILITY, DATE & TIME

Facility Requested:

Date Requested (M/D/Y):

/ /

Mon Tues Wed Thur Fri Sat Sun

Time Slot Requested:

9 am - 3 pm

4 pm - 10 pm

9 am - 10 pm

Special Considerations:

- 3.2 % beer permit
- Special Use Permit
- Play kit

- Amphitheatre staffing fee ~ \$25/hr
(2 hour non-refundable minimum)
- Vendors onsite (food, rental equipment)

FORM OF PAYMENT

Cash Check Visa Master Card American Express

Amount Paid \$ _____

Credit Card # _____

Expiration Date ___/___ CVV _____

Name as it appears on the card: _____

Acknowledgement of Facility Agreement:

Refund Policy:

- \$7 fee is charged for any changes made after original permit has been issued.
- All requests for refunds due to cancellation are subject to a **cancellation fee**.
- Refunds, less a \$10 administrative fee, are issued on cancellations made 46 or more days prior to scheduled reservation. Refunds less \$35 for half day & \$45 for full day fee, will be issued for cancellations made 11-45 days prior to scheduled reservation.
- No refund given for cancellations 10 or fewer days before scheduled reservation, nor are refunds made due to weather – unless weather condition is deemed severe i.e. tornado.

Facility Deposit: \$50 deposit due upon making facility reservation.

- This deposit will be refunded following the timely return of the key. Credit card payments returned the next business-day, cash and check payments are refunded by check within 10 business days.
- Complete facility deposits are refunded as long as all policies are followed, the shelter site is free of damage & shelter clean up is completed by permit holder. Deposit is required for shelters that include kitchen / bathroom facilities.

Key pick-up hours: **Monday – Friday 8am- 4pm KEY PICK UP NOT AVAILABLE ON WEEKENDS!**

Use of the shelter is limited to reserved time only. Food or other materials are not to be stored in shelter prior to rental.

I have read & understand the terms of agreement for the use of Roseville's outdoor facilities.

Signature of Rental Party _____

Date _____

Thank you for choosing Roseville Parks & Recreation for your special event.