



**City of Chaska Parks & Recreation  
Park Shelter Rental Application**

Today's Date \_\_\_/\_\_\_/\_\_\_

**Please check which park shelter you are requesting:**

- Pioneer Park    Community Park    McKnight Park    Lion's Park    Veterans Park    Firemen's Park  
 ~~City Square Park Gazebo~~ (unavailable for 2023)

**Information about the rental:**

**SHELTERS:** one rental per day. Rental blocks are 9 am-9 pm for all shelters except Firemen's. Firemen's may only be rented between 9 am-4 pm. Shelter rentals include the kitchen where available (key will need to be checked out).

Day/Date Requesting:	Total time you will occupy the shelter ___ am/pm to ___ am/pm
Purpose of Rental:	Estimated Attendance:

Are you requesting a ball field, if available at the facility requested  Yes  No

**Primary Renter Contact Information:**

Name:	Email:
Primary Phone Number:	Alternate Phone Number:
Address:	City/Zip:
Name of Business/Organization (if applicable):	

**Additional Event Information:**

- Will you be serving alcohol at your event?  Yes    No If Yes– NO hard liquor, NO Glass, NO kegs, NO selling.
- Are you having a caterer, food truck, or large cooking device?  Yes    No If YES, please explain: \_\_\_\_\_
- Do you plan on having any amplified sound at your event (band, DJ, speaker system, etc.)?  Yes    No If YES, please explain: \_\_\_\_\_
- Will you have any tents, bounce house, or any other type of entertainment:  Yes    No If YES, please explain: \_\_\_\_\_
- Will you have any vendors selling goods at your event:  Yes    No If YES, please explain: \_\_\_\_\_

**Rental fees and payment information:**

Payment must accompany this application form prior to approval and a permit being issued. Cancellations must be at least 14 days prior to the day of the event for a full refund.

Park Shelter Rental Fees: Chaska Resident: \$100 plus tax      Non-Resident: \$150 plus tax

Please leave credit card information if applying by email:

Card # \_\_\_\_\_ Exp \_\_\_\_\_ CVC \_\_\_\_\_ (Visa, Mastercard, Amex, Discover)

The undersigned hereby 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 connected with this reservation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



## City of Chaska Parks & Recreation Park Shelter Rental Application

### MAKING YOUR REQUEST

- Applicant must be at least 18 years old.
- Reservations can be made online; or by phone or email with the Resource and Events Supervisor.
- Reservations should be made at least one week in advance.

### BOOKING PROCEDURE

- Reservations can be made online at [www.chaskamn.gov/660/Shelter-Reservations](http://www.chaskamn.gov/660/Shelter-Reservations)
- Reservations can also be made by phone or email with the Resource and Event Services Supervisor.
- Once application and fees are received you will be booked in (application form is not necessary when doing an online reservation).
- A Facility Permit confirming your reservation is sent by email to the applicant.
- If not available, applicant is notified immediately to see if times/day can be shifted to accommodate them. If times/day cannot be changed a full refund will be granted.

### BOOKING POLICY

- Applications will be accepted on the first business day of each year for Veterans and Firemen's Park shelter. NOTE: City Square Park Gazebo is not available for rental in 2023.
- For Lions, Pioneer, Community, and McKnight applications will be accepted March 1st.
- No parks are held or "penciled in" without payment.
- Rentals are based on a first come, first served basis
- Do not consider the park booked until you are issued a Facility Permit.
- Requests received evenings or weekends will be processed the next business day.
- Cancellations must be at least 14 days prior to the day of rental for a full refund.

### GENERAL PARK SHELTER GUIDELINES

- Park hours are 9 am – 9 pm. One rental per day for each park.
- To access kitchen, key can be picked up from the Community Center Guest Services desk anytime during the week of your rental. Key is due back the Monday following your rental.
- Swimming at Fireman's Park Clayhole Beach is allowed only in the confines of the designated swimming area and during open beach hours.
- Please throw ALL your garbage away in the trash cans provided.
- You may NOT store items in the park shelter early. You have the park ONLY for the date and time stated on your Facility Permit.
- Please do not leave anything behind (clear all food and cooking items). You are expected to leave the park the way you found it.
- Alcohol may be consumed in city parks. No alcohol may be sold in city parks except where allowed by a separate city ordinance. NO GLASS CONTAINERS; NO HARD LIQUOR; NO KEGS.
- No user shall play any amplifying sound equipment in such a manner that the sound is audible beyond the immediate vicinity of the shelter area and interferes with the use of the park by other users or disturbs residents of the adjacent property.
- No tents or other alternative shelter may be put up that requires staking into the ground.
- Inflatable jumpers may be set up HOWEVER they cannot be anchored by staking them into the ground because of electrical/gas/irrigation lines. Please find another way to anchor without staking into ground. The City of Chaska is not responsible for accidents or injuries due to use of an inflatable. Inflatable jumpers are not allowed at Firemen's Park due to space.