



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

1661 Park Ridge Drive
Chaska, MN 55318

Date ___ / ___ / ___

Please check the shelter you are requesting (Applicant MUST be over 18 yrs old)

- PIONEER PARK COMMUNITY PARK MCKNIGHT PARK VETERAN'S PARK FIREMEN'S PARK CITY SQUARE GAZEBO

Day and Date of Use _____ Estimated Attendance _____

PIONEER/COMMUNITY/MCKNIGHT/VETERAN'S/FIREMEN'S – ONE rental per day. No earlier than 9 am and no later than 9 pm.

Total time you will occupy the shelter: _____ am / pm _____ am / pm **Firemen's can only be rented between 9am-4pm.*

- Shelter Only Shelter AND Kitchen *will need to sign out a key* Ball Field (if available at facility requested)

GAZEBO RENTAL ONLY – Total Time Requesting billed per Two-Hour block: Start ____:____ am pm End ____:____ am pm

~As many two-hour blocks may be rented as desired between 9 am-10 pm

| | | |
|---------------|-------------------|--------------------------------|
| Name: | | Email: |
| Address: | | City/Zip: |
| Phone Number: | Alternate Number: | Name of Business/Organization: |

Purpose of Rental/Type of Function: _____

Check all of the information that applies to your event. Some additional information may be required for some of the event features.

Will you be serving alcohol at your event? Yes No – If Yes, NO GLASS, NO HARD LIQUOR, AND YOU MAY NOT SELL IT.

Are you having a caterer or large cooking device at your event? Yes No - If Yes, please explain: _____

Do you plan on having any amplified sound at your event? Yes No - If Yes, please explain _____

Will you be using any tents, Inflatable Jumpers, or any other large entertainment device at your event? Yes No – If Yes, please explain (NOT allowed at Firemen's) _____

Will you have any vendors or booths 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.

| | Chaska Resident | Non-Resident |
|------------------------------|-------------------------------|--------------------------|
| City Square Park..... | \$50 plus tax/2-hr block..... | \$75 plus tax/2-hr block |
| All Other Park Shelters..... | \$75 plus tax | \$125 plus tax |

Please leave credit card info below for payment if applying by email:

Card # _____ Visa Mastercard Am-X Discover Exp. ___/___ Verification Code _____

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 Shelter Rental Policies and Procedures

Booking Procedure

- 1) Applicant must be over 18 years old. Complete the park rental application and pay appropriate fees. Reservations can also be made over the phone or by email with the reservation's supervisor with payment by credit card, or at the CCC Front Desk. Reservations should be made at least one week in advance.
- 2) Parks and Recreation office receives application and fees and checks for availability. *
 - a. If available, a Facility Permit confirming your reservation is sent by email to the applicant.
 - b. If not available, applicant is called 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

- 1) No parks are held or "penciled in" without payment; nothing is booked in or guaranteed until payment is received. Rentals are based on a first come, first served basis – first completed application form and fees received by the Parks and Recreation office gets the space.
- 2) Do not consider the park booked for your group until you are issued a Facility Permit. The Parks and Recreation offices are open Monday – Friday, 8 am – 4:30 pm (open until Noon on Fridays in the summer). Requests received evenings or weekends will be processed the next business day.
- 3) Cancellations must be at least 14 days prior to the day of rental for a full refund.

*All inquiries for Firemen's Park must go through Krista Tolstedt, Event Center Supervisor, located at the Chaska Curling and Event Center.

General Guidelines/Information for Shelter Rentals

- Applications will be accepted on the first business day of each year for City Square Park Gazebo, Veteran's, and Firemen's Park shelter; first business day in March for Lions, Pioneer, Community, McKnight. *NOTE: Lions shelter not available in 2022.
- Firemen's can be rented between 9 am-4 pm; all other shelters between 9 am-9 pm.
- One rental per day for each park. Please have your park permit with you at the time of your rental.
- KITCHEN USE – If you are using the kitchen, the key can be picked up from the Community Center Guest Services desk anytime during the week of your rental, during business hours. *Key pick up for Firemen's and Veteran's is at the Curling and Event Center.*
- Swimming at Fireman's Park Clayhole Beach is allowed only in the confines of the designated swimming area and during open beach hours.
- All waste and litter should be disposed of in trash receptacles. Please throw your garbage away in the trash cans provided.
- **You may NOT store items in the park shelter early, as there may be renters before you. 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 operate or play any musical instrument, radio, loudspeaker or sound amplifying equipment in such a manner that the sound emanating from it 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.