



2020 PARK SHELTER RESERVATION APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6000 • Fax: 651.204.6100
www.cityvadnaisheights.com

Applicant Name: _____

Address: _____ City: _____ Zip Code: _____

Primary Phone: _____ Other Phone: _____

Email: _____ Type of Event: _____

Event Date: _____ Alternate Date: _____

Time: _____ *Group Size: _____

*NOTE GROUP SIZE: Kohler Meadows Park Shelter-75 maximum.
Community Park Shelter-100 maximum. Any misrepresentation of application information, such as group size,
will result in forfeiture of the Damage Deposit and revocation of opportunity to submit application the future.

SHELTERS (check one)

- Kohler Meadows Park Shelter (75 person maximum)
Intersection of McMenemy Street and County Road F - Seats approximately 75, electrical outlets- exterior
of pavilion has (2) 15 amp service and interior of kitchen area has (8) 20 amp service, picnic tables,
restrooms, sink and water available.
Community Park Shelter (limited availability on weekends) (100 person maximum)
West of Clover Avenue on County Road F - Seats approximately 100, parking, electrical outlets-
(6) 15 amp under shelter, (4) 20 amp at each end of the shelter, picnic tables, play lot, portable restrooms
available, restrooms in warming house (only open with paid reservation).

FEES and DEPOSITS*

To reserve a shelter, please submit completed application form along with fee and deposit.
*The required deposit must be paid at the time of reservation. Keys will be issued at City Hall the Friday
before the event between 8 am – 4:30 pm. Fees and deposits can be paid by cash, check or credit card. After
the rental, once the key is returned and the shelter has been inspected by the City and is found to be left clean,
litter free and without any damage, a refund check for the deposit will be issued by mail (approx. 2-4 weeks).
The refund check for the deposit will be made payable to the original payer. If there is any, damage or
clean-up necessary, the costs will be deducted from the refund. All garbage should be left in receptacles
provided.

Table with 2 columns: Resident/VH Business and Non-Resident/Non VH Business. Rows include Fee (includes tax) and Damage Deposit* with corresponding amounts.

Cancellations: If the reservation is canceled for any reason, a cancellation fee of \$25.00 will be charged to cover
administration costs. No refunds are given 30 days prior to the event.

The applicant acknowledges and agrees to defend and hold harmless from liability the City of Vadnais Heights in
case of accident or injury.

Applicant's Signature

Date

RULES AND REGULATIONS

These rules must be followed in all Vadnais Heights Parks:

1. **No amplified music, live music or DJ's are allowed at any time at any park shelter.**
2. **No tents or Inflatables.**
3. No possession or discharge of firearms or fireworks is allowed within any park.
4. No domestic animals (pets) are allowed unless on a leash of 6 feet or less and under control. Pet owner is responsible for picking up after the pet.
5. Park is closed one-half hour after sunset until one half hour before sunrise.
6. No consumption of alcoholic beverages is allowed in parking areas, motor vehicle, playground, soccer field, or ball field areas. If alcoholic beverages will be consumed in the park shelter, they must be in aluminum cans only: **NO KEGS OR GLASS BOTTLES ALLOWED.**
7. No sale of liquor is allowed in the park without a separate license approved by the City Council.
8. Applicant is responsible for all trash pickups and any damage. **All trash and recycling should be left in the receptacles provided.**
9. Parking of motor vehicles is allowed in designated areas only. Vehicles shall not be driven or parked on any grass area.
10. Do not dump hot charcoal on the ground or in garbage receptacles.
11. Camping or overnight parking is not allowed.

This Park Shelter Reservation is for private party events.

An additional Public Outdoor Event permit application and \$130 application fee must be filed with the city at least 30 days in advance of the date in which the event is to occur. (ie; runs or other similar events open to the public for public safety purposes)

CLEANUP RESPONSIBILITIES

All cleaning must be done prior to your departure on the day of your rental and all personal items must be taken with you that day.

Community Park Shelter

1. Wipe down picnic tables.
2. Put all trash, recycling and debris (including trash from table area) in containers provided. Do not remove any bagged trash from the containers.

Kohler Meadows Park Shelter

1. Clean kitchen counters & sink. Sweep & mop kitchen floor. Cleaning supplies are stored in janitorial closet between men's and women's restrooms.
2. Wipe down picnic tables.
3. Put all trash and debris (including trash from table area) in containers provided. Do not remove any bagged trash from the containers.
4. Return all janitorial supplies and equipment to storage room.

QUESTIONS?

For questions about your reservations, call City Hall at 651-204-6000 during business hours (Monday-Friday 8 am – 4:30 pm). For questions or concerns outside of business hours on the day of your reservation, contact our On-Call Parks staff at 651-248-0610.

For Office Use Only

Fee Due \$ _____ Fee Paid \$ _____ Date: _____ Staff Initials: _____

Deposit Due \$ _____ Deposit Paid \$ _____ Date: _____ Staff Initials: _____

Name on Deposit (if different from applicant): _____ Address: _____

City: _____ Zip code: _____ Phone: _____

Reservation Confirmation Sent: _____ Entered in computer: _____ Staff Initials: _____

Key Returned: _____ Deposit Returned: _____ Staff Initials: _____