



2012 PICNIC 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: _____

Home Phone: _____ Work Phone: _____

Fax: _____ E-mail: _____

Event Date: _____ Alternate Date: _____

Time: _____ Group Size: _____

SHELTERS (check one)

[] Kohler Meadows Park Pavilion:

Intersection of McMenemy Street and County Road F - Seats approximately 50, electrical outlets (exterior of pavilion has 15 amp service and concession area inside has 20 amp service), picnic tables, restrooms, sink and water are also available (key available from City Hall: \$50 deposit required – key will open up both the restrooms and concession area).

[] Community Park Pavilion

West of Clover Avenue on County Road F - Seats approximately 150, parking, electrical outlets (has amp service), picnic tables, play lot, portable restrooms available, restrooms in ball field pavilion (key available from City Hall: \$50 deposit required).

[] Community Park Ball Field Pavilion:

West of Clover Avenue on County Road F - Seats approximately 50, electrical outlets (has amp service), picnic tables, restrooms (key available from City Hall: \$50 deposit required).

FEES and DEPOSITS

Submit completed application form along with applicable fees and deposits. Two separate checks must be received when the shelter is reserved, one to cover deposits and one to cover fee payment. Rental fee includes tax.

Table with 4 columns: Resident, Corporate and Non-Resident, 1-50 People, 51-100 People, 101+ People. Rows include Fee, Restroom Deposit*, and Facility Deposit*.

* Your deposit will be refunded if the park is left neat, clean, litter free, and without any damage.

NOTE: If the reservation is canceled for any reason, a reservation fee of \$15 will be added to cover administration costs.

Applicant's Signature

Date

RULES

These rules must be followed in all Vadnais Heights Parks:

1. No possession or discharge of firearms or fireworks within a park.
2. No domestic animals (pets) allowed unless on a leash of 6 feet or less and under control. Pet Owner is responsible for picking up after the pet.
3. Park is closed one-half hour after sunset until one half hour before sunrise.
4. No consumption of alcoholic beverages in parking areas, motor vehicle, playground, soccer field, or ball field areas.
5. No sale of intoxicating liquor allowed in the park without license by the City Council.
6. Applicant is responsible for all trash pickups and any damage.
7. Parking of motor vehicles allowed in designated areas only. Vehicles shall not be driven or parked on any grass area.
8. Camping is not allowed, and fires shall only be in designated outside grilles.
9. If alcoholic beverages will be consumed in the park pavilion, they must be in aluminum cans only:
NO KEGS OR BOTTLES ALLOWED.
10. Special use permits are required for the following activities:
Pig roast * Dunk tank * Game/inflatable's/carnival activities * Music (amplified) * DJ or Live *Race/Walk/Bike Events * Orienteering Events.

To receive consideration and approval for a Special Use Permit, please complete a Special Use Permit Request Form at least three weeks prior to the event date. Special Use Permit approval or denial notice will be mailed, emailed or faxed to Permittee within 7 days of receipt of request. Permit requests not received within three weeks of the event will be assessed a \$25.00 late fee.

For Office Use Only

Applicant Contacted by: _____ Date: _____

Total Due \$ _____ Fees Collected By: _____ Date: _____

Payments Made By: _____ Fee Check #: _____ Deposit Check #: _____

Date Reservation Confirmation Sent: _____

Deposit Returned: _____