

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: Tom Bergeson, Director of Public Works

SUBJECT: Park Reservation Form and Beer & Wine Permit

DATE: March 7, 2017

BACKGROUND

The Public Works Commission met and discussed changing park rental rates and simplifying the rental time. Previously, we had half day rates set at \$25.00 for a city resident and \$50-\$100 (cost depending on amount of people) for a non-resident; for a full day for a resident being \$40.00 and for a non-resident \$100-\$200. The commission advised to get rid of the half day and go with full day reservations. New rates will be based on amount of people attending the event, \$50.00 for groups of 50 or less and \$100.00 for groups of 51 or more.

The Beer and Wine Permit is new; with a brief explanation on rules and signature of waiver. The cost for the Beer and Wine Permit is \$10.00

REQUESTED COUNCIL ACTION

Motion to approve the revised Park Reservation Form, increase in rental fees to \$50 and \$100 (depending on amount of people) and Beer & Wine Permit (\$10 charge)



Park Reservation Form

This reservation gives you priority for the use of the shelter only. It does not guarantee the cleanliness, as it is a public space. We strongly suggest checking the condition of the shelter prior to use.

Name of Group or Individual: _____
Address: _____
Phone #: _____

PARK SHELTER: Eastside Park ____ Riverside Park ____ Hannah's Bend Park ____

DATE OF RENTAL: _____

Groups of 50 or under: \$50 ____ Groups of 51 or more: \$100 ____ Beer & Wine Permit (\$10) ____

Will beer and wine be served? No____ Yes____ If so, permit must be secured (See page 2)

All Non-Profit organizations within the Cannon Falls city limits are exempt from reservations fees but still need to make a reservation.

Important things to know:

1. Reservations must be made and paid for at least 10 days in advance
2. All parks close at 10:00 p.m.
3. Glass is not allowed in parks
4. Bring a copy of this form to the shelter on the day of your rental as proof of rental
5. No staking of tents allowed
6. Electricity is available at all shelters
7. Water is available at Hannah's Bend and Eastside Park
8. Portable Restrooms are available at each park for use; for groups of 100 or more you will have to reserve more restrooms at your own cost.

Please Return Form to: City of Cannon Falls, Attn: Aftin Otto, 918 River Road, Cannon Falls, MN 55009
Email: aotto@cannonfallsmn.gov - Fax: 507.263.5843 - Tel: 507.263.9300

I the undersigned, hereby agree to release, discharge, and indemnify the City of Cannon Falls, its agents, officers, employees and insurers from all claims, demands, actions, judgements and executions for any injuries, deaths or property damage that may arise out of the rental and use of the City of Cannon Falls Parks unless caused by the gross negligence or willful misconduct of the City.

Signature Date

FOR DEPARTMENT USE		
Cash or Check: # _____	Amount: _____	Staff Initials: _____

Beer & Wine Permit

\$10

Beer and Wine will be permitted but **NOT** allowed in glass bottles. No hard liquor allowed.

I the undersigned hereby agree to release, discharge, and indemnify the City of Cannon Falls, its agents, officers, employees and insurers from all claims, demands, actions, judgements and executions for any injuries, deaths, liquor infractions or property damage that may arise out of the rental and use of the City of Cannon Falls Parks unless caused by the gross negligence or willful misconduct of the City.

Signature

Date

1. Will the event have a catering service? Yes ___ No ___ If yes, please answer #2
2. Will liquor be sold? Yes ___ No ___ If yes, a certificate of insurance shall be provided to the City of Cannon Falls along with a copy of the license.

Name of Catering Company _____

FOR DEPARTMENT USE

Insurance Certificate Enclosed _____

Liquor License Enclosed _____

Staff Initials: _____