

**CITY OF PAYNESVILLE
GAZEBO PARK - GAZEBO
RESERVATION FORM/RENTAL AGREEMENT**

221 Washburne Ave., Paynesville, MN 56362
Phone: (320) 243-3714 Fax: (320) 243-3713

Please Print

Renter: _____

Mailing Address: _____

Daytime Phone: _____

Date of Birth: _____

Drivers License Number: _____

Date of Shelter Use: _____

Time of Shelter Use: _____

Rental Fee Received:	_____
Tax Received:	_____
TOTAL:	_____

GAZEBO PARK - GAZEBO

- Individual/Entity - \$25.00 plus \$1.72 tax = \$26.72
- Non Profit - \$25.00 plus \$1.72 tax = \$26.72

Gazebo Seating Capacity – 50

The Renter must sign this Rental Agreement in the space provided below. By doing so, the Renter agrees to adhere to the following requirements; unless special arrangements have been noted by City Staff on this Rental Agreement and agrees to accept the consequences for their failure to do so.

Renter's Signature

Date

City Approval

Date

FACILITIES AVAILABLE AT GAZEBO PARK

- Electrical Outlets
- Restrooms
- Playground Equipment (across the street at the elementary school)
- Charcoal Grills
- Picnic Tables
- Volleyball Court & Net

Please see back for park regulations.

- A. **Reservation.** Because of the significant demand for park shelters during the summer months, the Renter's hold on a particular shelter is not official until this Rental Agreement has been complete and the rental fee and tax have been paid. Renters are encouraged to secure an official reservation as soon as possible.
- B. **Cancellation.** If the Renter cancels their reservation at least three months in advance of the reserved date; 100% of the rental and tax will be refunded. If cancelled with less than three months notice, the rental fee and tax will not be refunded. Since late cancellations means that another renter will not likely be found for the date you reserved; there are no exceptions to this policy.
- C. **Park Hours.** The park hours are 6:00 a.m. to one-half hour after sunset. Renters are permitted to use the rented facility between these hours. The Renter may be ejected from the facility during the hours not permitted.
- D. **Alcohol.** No alcohol is allowed in Gazebo Park.
- E. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance may, at the discretion of the Police Department, be grounds for ejection from the facility. Specifically, the Police Department will monitor the park for events that create noise in violation of the City Ordinance.
- F. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.
- G. **Trash.** Trash containers will be provided; Renters must ensure that all refuse is placed in these containers. City employees will dispose of trash in the containers at the end of each event.
- H. **Minimum Age.** Renters must be at least eighteen (18) years of age and the event must be supervised by a responsible adult at least eighteen (18) years of age at all times.
- I. **Admission Charged.** The Renter is prohibited from using the park facility for events for which an admission is charged or that are held for-profit without the written approval of the City. Failure to disclose that an admission was or will be charged shall be grounds for cancellation of the reservation and forfeiture of the deposit.
- J. **Facilities Rented.** The City's park system requires a substantial annual cost, with most of the usage occurring on weekends. Most of the events for which shelters are rented also occur on weekends. So the Renter is advised that the facility for which rental fees are paid reserves only the gazebo. The only restrooms for the park are located near another shelter so all patrons must share them respectfully. If a Renter encounters a conflict they are encouraged to contact the Police Department's non-emergency number at 320-243-7346.
- K. **Rate Increases.** The rental rates are subject to change at any time, but generally the City Council reviews all fees in December of each year. If the rental rate is increased between the date that a park shelter is reserved and the date of your event, the new rate(s) will apply.
- L. **Refunds.** There are no refunds in part or in whole of the rental fee and tax, whether due to inclement weather, messy facilities, or for any other reason. At times the shelters are rented for several consecutive days by different patrons, so the condition of the gazebo is dependent upon how well the previous renter adheres to this Rental Agreement. If the gazebo has not been adequately cleaned when the Renter takes occupancy, they are encouraged to photograph the preexisting condition to assist the City in dealing with that previous renter, but unfortunately, you will be expected to leave the gazebo and grounds in good condition at the end of your event.