

Worthington

CITY OF WORTHINGTON ■ 303 NINTH STREET, PO Box 279 ■ WORTHINGTON, MN 56187
TELEPHONE: (507) 372-8600 ■ FAX: (507) 372-8630 ■ www.ci.worthington.mn.us

March 10, 2014

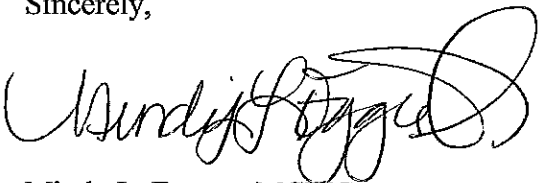
Candy Jones

Dear Ms. Jones:

Thank-you for renting Centennial Park Shelter on Sat. July 19, 2014
The rental fee is **\$45.00** per day and the damage deposit fee is **\$40.00** per day. Please sign the enclosed form and return it along with the **two** checks payable to the City of Worthington. The damage deposit will be returned to you when city staff determines that all conditions of the rental agreement have been met.

We appreciate the use of our local parks. If you have any questions or require additional information, please let me know!

Sincerely,



Mindy L. Eggers, MCMC
Admin. Secretary/Assistant City Clerk

CITY OF WORTHINGTON
PARK SHELTER RENTAL AGREEMENT
303 Ninth Street, Worthington, MN 56187
Phone (507) 372-8600 Fax (507) 372-8630

Renter: _____

Address: _____

Daytime Phone: _____

Date of Shelter Use: _____

\$ 45.00 Rental Fee Received: _____
\$ 40.00 Deposit Received : _____
\$ 40.00 Deposit Returned: _____
Date Key Issued: _____
Key Issued To: _____
Date Key Returned: _____

Park Reserved (Circle one) Chautauqua Centennial
RESERVATION IS FOR ENCLOSED SECTION
OF THE SHELTER ONLY

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 staff on this rental agreement, and agrees to accept the consequences for their failure to do so.

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 completed and approved, and the deposit has been paid. Renters are encouraged to secure an official reservation as soon as possible.

B. **Cancellation:** If the Renter cancels the reservation at least three months in advance of the reserved date, 100% of their deposit will be refunded. If cancelled with less than three months' notice, the deposit will not be refunded, but the Renter will have no further obligation. There is no exception to this policy since a late date cancellation means that another renter will not likely be found for the date you reserved.

C. **Park Hours:** Since the City of Worthington's parks are located in residential neighborhoods, the Renter is permitted to use the rented facilities between the hours of 8:00 a. m. and 10:00 p.m. Renters will be ejected from the facilities during the hours not permitted. **EXCEPTION: THE FOURTH OF JULY- CENTENNIAL PARK WILL CLOSED TO RENTALS TO PERMIT SET UP OF FIREWORKS DISPLAY.**

D. **Alcohol:** Only beer and wine coolers are permitted in picnic shelters and open picnic areas per Chapter 93: subd.. 93.19. The Renter will be subject to ejection and prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. The sale of intoxicating beverages is absolutely not permitted. The Renter shall hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.

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 facilities. Specifically, the Police Department will monitor the parks for events that create noise in violation of City laws.

F. **Parking:** Parking is permitted on-street or in designated areas only. Overnight parking is prohibited.

G. **Trash:** Renters are encouraged to **recycle as much as possible utilizing the recyclable containers provided.** All other trash must be placed in the trash container provided. City employees will be responsible for emptying containers.

H. **Clean up:** Renter is responsible to clean all tables, arrange tables as found, sweep the shelter floor, all lights turned off, shelter securely locked.

I. **Keys:** Shelter keys must be picked up from City Hall located at 303 Ninth Street, Monday thru Friday, 8:00 a.m. to 4:30 p.m. and may **only** be picked up one week prior to the reserved date. Park shelter keys must be placed in the drop box located at each shelter. Renters shall be responsible for the cost of replacing lost or damaged keys, or for re-keying the facility.

J. **Damage and deposit:** A \$40.00 deposit is required in addition to the rental fee and shall be returned only if City staff determines that all conditions of this rental agreement have been met. The Renter's responsibility shall not be limited to the amount of the deposit. In the event of a violation of this rental agreement, the deposit may be retained to recover the administrative cost of recovering damages from the Renter, which shall be in addition to the deposit amount. **It will be the Renters' responsibility** to pick up the deposit fee from City Hall after using the shelter. Any checks not picked up at the end of the season will be destroyed. Any cash deposit not picked up at the end of the season will be forfeited to the City.

K. **Minimum age:** Renters must be at least twenty-one (21) years of age, and the event must be supervised at all times by a responsible adult twenty-one (21) years of age or older.

L. **Admission charged:** The Renter is prohibited from using the park facilities for events for which an admission is charged, or that is held for-profit, without first obtaining a permit and paying the appropriate fee as established by City Council.

M. **Vending/merchandise for sale:** The Renter is prohibited from using the park facilities to expose or offer for sale any article or thing unless the Renter has obtained the proper concession permit and has paid the appropriate fee as established by City Council.

N. **Permit required:** A permit shall be obtained from the appropriate designated representative of the City before participating in any of the following activities: carnivals, community celebrations, political gatherings, activity contests including those requesting exclusive use of a park by charging admission; and exhibitions either of a stage production or otherwise.

O. **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 a park shelter is reserved and the date of your event, the new rates shall still apply.

P. **Refunds.** There are no refunds in part or in whole of rental fees for any reason including inclement weather or messy facilities. At all times the shelters are rented for several consecutive days by different patrons, so the condition of the shelter is dependent upon how well the previous renter adheres to this rental agreement. If the facility has not been adequately cleaned when the Renter takes occupancy, they are encouraged to photograph the pre-existing condition to assist the City in dealing with the previous renter, but unfortunately, you will be expected to leave the shelter and grounds in good condition, **cleaning /arranging tables and sweeping the floor** at the end of your event.

Signature: _____ Date : _____

	Office use only	
Approved by _____		Date _____
Special Notes:		