



PRIOR LAKE RECREATION DEPARTMENT
LAKEFRONT PARK PAVILION RESERVATION POLICY

The Lakefront Park Pavilion located at 5000 Kop Parkway is available for *small group* use on a rental basis by residents, civic groups, commercial groups and non-resident groups, as scheduled by the Recreation Department. The policies that follow are needed to insure the proper use and control of the facility so that all people may equally enjoy them. As a renter you are responsible for reviewing all of the information provided.

RESERVATION PROCEDURE

Requests for use of the Lakefront Park Pavilion should be directed to the City of Prior Lake Recreation Department at 952-447-9820 or 952-447-9800. Reservations will occur on a first come, first serve basis. An official reservation form accompanied by a \$200 damage deposit and non-refundable reservation deposit of \$50 (resident)/\$85 (non-resident) must be submitted to hold a reservation. We require your full reservation deposit payment and damage deposit to be submitted in two separate checks. Sorry, we do not accept credit cards. Your damage deposit will be promptly returned after your rental, barring any deductions. If deductions are made, there may be a waiting period for you to receive your balance. Renters will be issued an invoice listing final payment, due two weeks before your reservation. If final payment is not received two weeks prior to your reservation, your rental date and time will be released and your reservation deposit forfeited. Sorry, we do not take reservations over the phone or on-line. Reservations received before January 1 are subject to rate increases in the next calendar year. You may tour the Pavilion by contacting Nancy at City Hall at 952-447-9820. Tours are available Tuesday – Thursday, 8:00 a.m.– 4:00 p.m.

RENTAL PERMIT

A rental permit will be issued to you to confirm your rental approximately one week prior to your rental date. Permits will not be issued until receipt of the official reservation form, deposits, and full rental fee. Your initial rental deposit of \$50/\$85 will be applied to your total rental fee. The “contact person” listed on the official reservation form must coincide with that person’s proper address, must be a minimum of 21 years of age, and is solely responsible for supervision of the rental. If discrepancies are discovered, the City of Prior Lake reserves the right to deny your permit. *Residents may not reserve any City facility for a non-resident and/or business.* Permit holders will not assign, transfer, or sublet to others the use of the facilities. Any violations will result in the forfeiture of your reservation and any fees paid to date.

GROUP SIZE

The Lakefront Park Pavilion is designed for small group gatherings. The maximum capacity allowed for a rental group is 150 people. This includes the outside areas. In accordance with fire codes the maximum building capacity is posted at 61 people, so please plan accordingly in regards to your group size and possible weather conditions. Youth groups shall be chaperoned on a ratio of one adult for each ten (10) or fewer youth under the age of 18. The number of youth attending and the names of the chaperones shall be submitted with the facility use contract.

RENTAL HOURS OF USE

The hours available for the rental of the Lakefront Park Pavilion are as follows*:

7:00 a.m. - 12:00 midnight, Monday-Friday

8:00 a.m. - 12:00 midnight, Saturday and Sunday

*Does not include official city holidays and special events. Holidays are rented on a case-by-case basis. No reservations from December 10 through March 1 due to the operation of the Lakefront Pavilion as a warming house.

GAZEBO

The gazebo located adjacent to the Lakefront Park Pavilion may be included in your rental, if available, for no additional fee. If your group is interested in using the gazebo, please make the indication on your reservation form.

OUTDOOR TENTS/INFLATABLES

If your group wishes to use outdoor tents, please note the size and desired location of any tents you wish to set up. All tents must be freestanding, you are not allowed to pound any stakes into the ground due to underground utilities and irrigation lines. Tents must be set up and taken down the day of your rental. Prior Lake Rental has freestanding tents of various sizes available for rental. Please contact them directly to inquire. The City of Prior Lake reserves the right to deny the size and or quantity of any outdoor tent set up requests.

Inflatables are allowed in the pleasure rink area but a generator must be provided to operate them. They must be set up and taken down the day of rental.

SET UP & CATERING

Groups are allowed one hour free of charge for set up *immediately* prior to your rental time. Your set up time must be specifically listed on your rental application to receive it free of charge. Groups are responsible for their own room set up. Deliveries and pick-up of equipment, food, or other items must be completed during the rental period listed on the permit. If more than an hour or a different time frame is requested for set up, standard rental fees will apply. Items are not allowed to be stored in the pavilion overnight. No food or beverage can be sold.

Decorations are allowed however should not cause damage to the facility. If it is necessary for your group to mount items on the walls, please use drafting tape on the wood portion of the wall only. The use of pins, tacks or nails on the walls is strictly prohibited. The use of fog/smoke (special effect fogging) machines is prohibited. Candles, rice, confetti and bird seed are not permitted.

BUILDING ATTENDANT

A Building Attendant will be assigned to your event to open and close the Pavilion. The Attendant will not be present for the duration of your event. If there are any facility operation questions or circumstances you feel the Building Attendant needs to be aware of, please notify them at the beginning of your event.

AMENITIES

Please be respectful of the building and its contents. If any city property is damaged, please inform the Building Attendant at the conclusion of your event. Resolution of any damages will be handled on a case-by-case basis.

Rental groups are allowed to use: the Pavilion common area, restrooms, Mechanical Room floor sink, and Concession Stand refrigeration, sinks, telephone, outdoor porch area, and outdoor porch area grill. You must provide your own charcoal.

Amenities included in rental: 10 round, 60" tables, up to four, 8' rectangular banquet tables, approximately 90 indoor chairs and the 12 square, 46" picnic tables located in the outdoor porch area. Each round table seats six adults comfortably, but can accommodate eight. Each outdoor table can accommodate a maximum of eight adults. Banquet tables are recommended for serving only, not to seat guests, based on the size of the indoor portion of the building.

Groups *are not* allowed to use the concession equipment including the freezer, coffee, nacho, or hot chocolate/cappuccino machines inside the concession area or any of the concession supplies. Any items used or missing will be assessed through your damage deposit on a case-by-case basis.

CLIMATE CONTROL

The Lakefront Park Pavilion is pre-programmed for heating and air conditioning throughout the year. The temperature inside the building will be set at a comfortable level appropriate for the season your rental takes place. The fireplaces and ceiling fans located inside of the building are available for use during your rental. Please inform the Building Attendant if you wish to use those amenities at the start of your rental time.

ALCOHOL

By law, private groups are not allowed to sell alcohol at any public facility and are not eligible to apply to the city for a permit. Any activity operating with the intent of distributing alcoholic beverages free of charge must state their intent on the reservation form. Alcohol can only be displayed and served in the interior of the Pavilion or porch area of the Pavilion. All beverages must be served in cans, plastic bottles, or plastic cups only, NO GLASS! No alcohol other than beer in cans is allowed beyond the Pavilion or porch area in accordance with City Park Ordinance.

A club or charitable, religious or non-profit organization in existence for at least three (3) years are the only groups that may be issued a temporary license for the on-sale of malt liquor and wine in connection with a social event within the city. All groups selling 3.2 malt liquor beverages at a function held in the Lakefront Park Pavilion will be required to secure liquor liability insurance (dram shop) in the minimum amount of \$500,000 with the City of Prior Lake named as an additionally insured party. Groups intending to sell hard liquor may apply for a temporary on-sale liquor permit. A certificate of insurance must be submitted at the time of final payment in these cases. If your organization is interested in selling alcoholic beverages at your event, please contact the City of Prior Lake Finance Department and allow at least 30 days prior to your rental to secure the proper forms and assist you through the process.

NO SMOKING

The entire Lakefront Park Pavilion is a *smoke free facility*. Renters are responsible for ensuring that members of their group do not smoke within any area of the building.

AMPLIFIED MUSIC

Rental groups of 50 or more planning on having outdoor amplified music live or recorded, must obtain a permit from the City of Prior Lake Finance Department. Please contact Janet at 952-447-9840 for more information and allow at least 30 days prior to your rental to secure the proper forms and assist you through the process.

SIGN ORDINANCE

Event or directional signs are not allowed to be displayed anywhere within the city limits of Prior Lake. We suggest that you include a map and directions when you send out your invitations.

PARK USERS

Please be aware that Lakefront Park remains open to the public during your event. Other activities, sporting events, and parking congestion may occur. If you have questions regarding other scheduled park activities, please inquire at the City Hall Reception Desk, 952-447-9820 or 952-447-9800. "Private Party" signs are provided in the Mechanical Room at the Pavilion for your group to place outside the Pavilion during your rental, if desired. Please make sure to return the signs upon completion.

EMERGENCIES

An emergency contact number will be provided on your rental permit if there are any issues at the start of your rental. Any issues that occur during your rental should be directed to the assigned Building Attendant or, if the situation warrants, the Prior Lake Police Department.

CONCLUSION OF THE RENTAL

At the conclusion of your rental, your group is required to return the Pavilion to the original condition including:

1. Vacuuming indoor carpeted areas (vacuum is located in the Mechanical Room).
2. Emptying all indoor trash containers, placing the contents in the large trash barrels outside and replacing the trash bags (supplied).
3. Returning all tables and chairs to the original configuration.
4. Removing any wall hangings, decorations, tablecloths, etc.
5. Removing all items from the refrigerator, and sinks.
6. General cleaning of any spills or soiled areas.
7. Bathroom areas are picked up and left in good condition.

The Building Attendant will assess the final condition of the building and surrounding areas. Please do not leave the building unattended at the conclusion of your event. Contact the Building Attendant if your group plans to leave early. No keys will be issued. The Building Attendant will provide their name and contact number at the start of your rental.

Rental groups will be assessed an \$85 late checkout fee if they are not ready to vacate the Pavilion by the conclusion of the rental period listed on the permit. If applied, the fee will be deducted from the damage deposit.

RENTAL FEES

Rental fees are charged on a per hour basis and will not be pro-rated. There is a 4-hour minimum rental for Saturdays, Sundays and Holidays. There is a 2-hour minimum rental Monday through Friday. A \$200 damage deposit must accompany all rental fees. See "Reservation Procedure" section. School District #719 are exempt from damage deposit requirement.

<u>GROUP TYPE:</u>	<u>FEE:</u>
Resident Group (private)	\$50.00/hour
Non-resident* Group (private, public, or business) *Outside the corporate city limits of Prior Lake.	\$85.00/hour
School District #719, Prior Lake: youth organizations, non-profit civic groups, and churches.	\$25.00/hour, Mon. - Fri. \$50.00/hour, Sat. & Sun.
Holidays: Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving.	\$65.00/hour, Residents \$90.00/hour, Non-residents
Warming House Season (Dec. 15 – Mar. 1)	Closed to outside rentals

FEEDBACK

The City of Prior Lake welcomes any comments, feedback or general questions regarding your rental. Please contact the Recreation Department at 952-447-9820 to speak with a staff member or have an evaluation form sent to you. Thank you.

CONTACT INFORMATION

City of Prior Lake, 4646 Dakota Street SE., Prior Lake, MN 55372	
City Hall	952-447-9800
Recreation Department	952-447-9820
Police Department (non-emergency)	952-440-3555
Finance Department	952-447-9840
After Hours Maintenance	952-367-7656

City information is available on-line at www.cityofpriorlake.com.



PARK RESERVATION REQUEST LAKEFRONT PARK PAVILION

Please complete the form below. Renters are responsible for reviewing the Lakefront Park Pavilion Reservation Policy. Please request a copy of the policy if you have not already reviewed.

PERMIT HOLDER: _____

ORGANIZATION (if applicable): _____

EVENT (i.e. graduation, wedding, birthday, etc.): _____

STREET: _____

CITY: _____ ZIP: _____

TELEPHONE (HOME): _____ (WORK): _____

CELL: _____ EMAIL: _____

DATE OF RENTAL: _____ NUMBER OF PEOPLE ATTENDING: _____ (150 Max*)
**150 includes indoor AND outdoor areas. Max. for indoor only is 61 people.*

SET-UP TIME*: _____ START TIME: _____ END TIME: _____
**One hour set-up immediately before start time is free, if requested. (Time you will be ready to vacate the building)*

Will alcohol be served? _____ Yes _____ No 3.2 Keg Beer Permit Requested? _____ Yes _____ No
All beverages must be served in cans, plastic bottles, or plastic cups only. NO GLASS!

Do you wish to reserve the Gazebo (if available)? _____ Yes _____ No *(No charge if reserved with the Pavilion)*

Do you wish to set up any tents? _____ Yes _____ No. If yes, please provide: Quantity _____ Tent size(s) _____ X _____
All tents must be free-standing, no stakes allowed!

If 50 people or more in attendance, will there be outdoor amplified sound? _____ Yes _____ No
(if yes, also requires an Outdoor Event Permit, Ord., 307 – refer to Lakefront Policy)

PERMIT HOLDER: (signature) _____ DATE: _____

- FEES DUE:**
1. Reservation Deposit (\$50/\$85 - due at time of reservation). **This deposit is non-refundable.**
 2. Damage Deposit (\$200 - due at time of reservation). Please pay with a separate check.
 3. Any balance, as noted on your Facility Sales Receipt, is due two weeks prior to reservation date.

GROUP TYPE:

Resident Group (private)

FEE:

\$50.00/hour

Non-resident* Group (private, public, or business)

\$85.00/hour

*Outside the corporate city limits of Prior Lake.

School District #719, Prior Lake youth organizations,
non-profit civic groups, and churches.

\$25.00/hour, Mon. - Fri.

\$50.00/hour, Sat. & Sun.

NOTE: *There is a 4-hour rental minimum for Saturdays, Sundays and Holidays, and a 2-hour rental minimum Monday through Friday.*

Please refer to the Lakefront Pavilion Reservation Policy for Holiday and Warming House Season fees.

Forms may be returned to: **Lakefront Park Pavilion Reservation**
4646 Dakota Street SE
Prior Lake, MN 55372

Please make checks payable to: **City of Prior Lake.**
(Sorry, we do not accept credit cards)

For more information: 952-447-9820 or 952-447-9800 (Mon. - Fri. 8am – 4:30pm)