



PARK SHELTER

Great Parks, Responsibly Managed

EMAIL: ParksandRec@ci.buffalo.mn.us 212 CENTRAL AVENUE ♦ BUFFALO, MINNESOTA 55313 PH: 763-684-5421

2023 Reservation Request

RENTER INFORMATION:

Organization/Group Name (If Applicable) _____

Applicant's Name _____ Phone (include area code) _____

Email address _____

Address _____ City _____ State _____ Zip _____

City of Buffalo Resident Yes No

RENTAL & EVENT INFORMATION:

Desired Reservation Date: _____ Arrival/Set-Up Time: _____

Type of Event _____ Departure/Tear-down Time: _____

Desired Facility Location: _____

Approximate Number attending _____

Note: No spaces are held or "penciled in."

Scheduling Instructions

- ◆ Reservations can be made through the City Center office or online via our Parks and Recreation Online Catalog at <https://secure.rec1.com/MN/buffalo-mn/>
- ◆ Reservations will not be confirmed without a signed contract, rental payment and consent of damage responsibility agreement.
- ◆ A contact person must be designated to oversee all arrangements with the City of Buffalo Parks Department.

ALL RESERVATIONS ARE SUBJECT TO THE ATTACHED RESERVATION POLICY CONCERNING BUFFALO'S PARKS. PLEASE MAKE SURE YOU REVIEW ALL CONDITIONS.

Rental Rates:

Rental Time Block for Reserved Space & Fees: (please check one)

Resident Fees:

- 7:00 am—2:00 pm \$54.00 _____
- 3:00 pm—10:00 pm \$54.00 _____
- 7:00 am—10:00 pm \$91.00 _____

Non-Resident Fees:

- 7:00 am—2:00 pm \$121.00 _____
- 3:00 pm—10:00 pm \$121.00 _____
- 7:00 am—10:00 pm \$216.00 _____

Buffalo non-profit organizations:

(Staffing fee for any reservation)

- 7:00 am—2:00 pm \$32.00* _____
- 3:00 pm—10:00 pm \$32.00* _____
- 7:00 am—10:00 pm \$32.00* _____

*\$32 with proof of Tax-Exemption (Form ST3 –Certificate of Exemption) for non-profit organizations

Subtotal - _____

x MN Sales Tax (6.875%) + _____

x County Transit Tax (0.5%) + _____

Total Rental Fees: \$ _____

Office Use Only

Payment Received:

Yes No

Proof of Non-Profit:

Yes No N/A

Signed Agreement:

Yes No

Proof of Tax Exempt (ST3 Form):

Yes No N/A

Revision 3/10/2023

Damage Responsibility Agreement

Renter reviewed Damage Responsibility Agreement and agrees to be billed if deemed necessary **initial** _____

Park Reservation Policies

1. Shelter reservations may be made any time for future events within three years of today, and are only accepted for facilities listed on the reservation form. Reservations must be made at least a week in advance to guarantee services.
2. Fees will be collected on the date the reservation form is submitted in order to book your date.
3. A 30 day notice is required for a refund. If an event is cancelled for any reason within 30 days, no refund will be given. (**This includes cancellations due to weather.)
4. A copy of the permit or proof of payment must be brought to the facility as proof of reservation.
5. A fee may be charged for additional table or other requests. These requests must be made at the City Center, with payment, at the time of reservation.
6. The City of Buffalo Ordinance governs all alcohol use.
7. Reservations must be made by a person 18 years of age or older and responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
8. Law enforcement officials have the authority to ask uncooperative offenders to leave the park. Any violation of park rules or other City ordinances may result in loss of reservation and future access to park facilities.
9. All motorized vehicles must be left in designated parking areas.
10. Park hours are 6:00 a.m. – 10:00 p.m. Groups must clean up and be gone by 10:00 p.m., or time specified on reservation form.
11. You are responsible for keeping the park area clean by leaving the facility and grounds free of litter. Please empty garbage cans into nearby dumpsters, wipe off picnic tables, clean up messes and spills on the floor, and pick up litter surrounding the facility. Failure to do so may result in billing you for damage/clean-up fees and/or rights of park use in the future.
12. Please report vandalism or littering witnessed at the park.
13. Park policies and/or fees may be altered at the action of the Buffalo City Council.

Damage Responsibility Agreement

You agree that you are responsible for any damages, excess cleaning fees, repairs, or replacement to City-owned property as a result of the rental. Fees charged to customer are based on the cost of the materials and services required to repair, clean, or replace City-owned property. Invoices for said fees and costs shall be due in full within 30 days of receipt. If you fail to timely pay any invoice from the City you agree that you will also be responsible for the attorney's fees and costs incurred by the City to collect from you, whether or not a lawsuit has been commenced to collect.

Park Shelter Agreement

The above named group agrees to abide by all park regulations. Groups are reminded that their reservation is for the pavilion area only. Other park facilities are open to public use. City parks close at 10:00 p.m. Be kind to our parks and considerate of other users, clean up after your event. Park staff will coordinate times with group to determine best times to meet and inspect facilities before and after.

It is agreed that this permit is a license only to use the facilities for the stated purpose(s). The licensee agrees that the City of Buffalo, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by licensee, his/her invitees or guests, arising out of the use of the facilities pursuant to this permit. Licensee agrees to indemnify the City of Buffalo, and, its agents, employees and assigns for any claims for personal injury or property damage made against it arising from the use of the facilities pursuant to this permit.

Agreement: I have received, read, and agree to abide by all City Ordinances, Park Rules and Regulations, as well as conditions with this reservation application.

Questions, comments, or suggestions regarding any park facility or program may be directed to the Buffalo Parks and Recreation Department at 763-684-5421.



The City of Buffalo enforces the above rules and regulations for each rental.

Your signature below confirms your understanding and adherence to the rules and regulations for each rental.

City Representative, City of Buffalo

Date

Renter's Signature

Date

Facilities: (please check one)

- #1—Sturges Park (upper shelter)
505 2nd Avenue South



** Approximately 8-12 Tables

- #2—Sturges Park (lower shelter)
505 2nd Avenue South



** Approximately 10-15 tables

- #3—Griffing Park (eastern shelter)
1201 Pulaski Road



** Approximately 4-6 tables

- #4—Griffing Park (western shelter)
1201 Pulaski Road



** Approximately 4-6 tables