

FACILITY USE REQUEST

Please fill out the entire form. Incomplete forms may delay the reservation process and availability.

Reservation Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone 1 _____ Phone 2 _____ E-mail: _____

Activity or Event _____ Estimated number of participants _____

Park Name _____ Facility Name/ # _____

Please check here if a Reserve Officer is needed at the Colvill Courtyard for serving alcohol after 10:30 P.M.

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Date Requested (clearly fill in all days requested)

YEAR	MONTH	DAY	DAY OF WEEK	BEGIN-END TIME
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Special Requests – shelter electricity and water is included in the reservation fee. Electricity is available for all shelters except Bay Point #1. Water is available in the Colvill Courtyard and Colvill Pavilion #1 only. If you request any additional tables, benches, and electricity etc. there will be a fee charged for materials and labor and will be billed to the address above.

The undersigned, their organization and its members, in consideration for the use of the above-described facility, agree to assume responsibility for cleaning and leaving the facility in order for the next user. User agrees to abide by all policies and procedures set forth by the City of Red Wing. Open facilities are first-come first-serve, and all paid reservations must be honored. Receipt of payment at least 10 days prior to the requested date can guarantee the event will be posted on the shelter. If the City of Red Wing requires a Certificate of Insurance for the event, it is the user's responsibility to provide the Certificate with the City of Red Wing listed as an additional insured.

Signature _____

Date _____

Remit Form & Payment to:

City of Red Wing
Public Works Department
229 Tyler Road North
Red Wing MN 55066

Phone: 651-385-3674 ~ Fax#: 651-388-0243

City of Red Wing Web site: www.red-wing.org
Park shelter calendar: <http://fs-redwing.rschooldtoday.com/calendar/index/index/viewtype/1>

CANCELLATION POLICY: Reservation fees will be refunded at 100% if cancellation is received 30 days prior to your reservation date and at 50% if received 14-29 days prior to your reservation date. No refunds will be issued for cancellations made within two weeks of a reservation.

Reservation Fees
All fees must be paid at time of reservation.

Facility	Fees
Colvill Courtyard (Accommodates approximately 151 people – 200 chairs provided) All Day Rental Cleaning Deposit Required (returned after inspection) Reserve Backyard Garden Exclusively Reserve Officer (Alcohol is not allowed after 10:30 without a scheduled officer) Key Needed – to be picked up at Public Works M-F 7:00-3:00	\$450/day \$200 (Separate Check) \$55 (up to 4 hours) \$75 (4+ hours) \$60
Colvill Courtyard – Seasonal Rental in four (4) hour increments Cleaning Deposit Required (returned after inspection) October 15 th through April 1 st , Monday-Sunday April 1 st through October 15 th , Monday-Thursday Key Needed – to be picked up at Public Works M-F 7:00-3:00	\$200 (Separate Check) \$240 (up to 4 hours) \$240 (up to 4 hours)
Colvill Screened in Pavilion #1 (Accommodates approximately 50-75 people) Up to four hours All Day Rental Cleaning Deposit Required (returned after inspection) Key Needed – to be picked up at Public Works M-F 7:00-3:00	\$100 (up to 4 hours) \$150 (4+ hours) \$100 (Separate Check)
Colvill Pavilion #2, #5 (Accommodates approximately 75-100 people)	\$65 (up to 4 hours) \$85 (4+ hours)
All Small Pavilions (Accommodate approximately 35 people) (Colvill #3, #4, Bay Point #1, #2, AP Anderson #1, Memorial #1)	\$55 (up to 4 hours) \$75 (4+ hours)
Private Party Warming House Use South Park (Accommodates approximately 50-75 people)	\$75 (up to 4 hours) \$105 (4+hours)
Central Park Bandshell (Accommodates approximately 75-100 people)	\$75 (up to 4 hours) \$105 (4+ hours)
Large Event Tent Site (Location designated by Public Works) (Accommodates multiple tent sizes)	\$100 (entire day)
Picnic Table Rental All labor cost associated with moving tables will be billed at the current Public Works labor rates. Charges will reflect the number of employees, and the time required to transport tables to and from the specified public location. **Tables shall not be delivered to private property	\$20 (per picnic table per day)