



200 Front St N • PO Box 87 • Pine River, MN 56474

PARK RESERVATION APPLICATION

Dam Park Pavilion Lion's Park Pavilion Forbes Park Rustic Building

APPLICANT INFORMATION: City Resident Non-City Resident **FEE:** \$ _____

Name of Person: _____ **Phone #:** _____

Name of Group/Business (if different): _____ **Phone #:** _____

✓ **All that Apply:** Reunion/Party Meeting Lg. Private Gathering Lg. Public Gathering

OTHER: _____ **Electricity Needed:** YES NO

PLANNED ACTIVITIES: _____

DATE(S) REQUESTED: ____/____/____ - ____/____/____ **TIME: FROM:** _____ **TO:** _____

I understand that a deposit of \$200.00 is required along with a certificate of insurance (if applicable).

I understand that the 'Rental Checklist' must be strictly adhered to, and filled out completely to ensure the area is clean/safe for the next renter.

I understand that my deposit will be returned to me after an inspection of the facility/grounds has determined that the area of use has been left in satisfactory condition (completed within 1-2 BUSINESS DAYS of the rental).

I understand that, if the facility/grounds WERE NOT left in satisfactory condition, I will forfeit my deposit and I will be responsible for paying for any cost(s) incurred that is over and above the deposit fee. If I refuse to pay for this additional cost, I understand that I will not be allowed to rent any park facility in the future.

I understand that I cannot sell items or conduct a fundraiser in/on the facility/grounds.

I understand that, upon cancellation of the reservation, a 50% refund will be issued back to me.

I, _____, hereby certify that the information contained in this application is correct, that I agree with the statements herein, that I have received a copy of the City of Pine River Park Rules & Regulations, and that I will abide by all applicable laws of the City of Pine River.

Signature: _____ **Date:** _____
APPLICANT

OFFICE USE ONLY

AMOUNT PAID: \$ _____ **RESERVATION ISSUED BY:** _____ **DATE:** _____

CLERK/DEPUTY CLERK

INSPECTED BY: _____ **DATE:** _____ NO DAMAGE DAMAGE FOUND

ISSUES FOUND: _____

PARK HOURS: Dawn to Dusk
RESTROOM HOURS: 8AM - 8:30PM



PARK RULES:



Be Respectful & Courteous

⊘ No Profanity or Lewd Behavior

⊘ No Use Of Alcohol

⊘ No Smoking Or Vaping

⊘ No Loud Audio Music

✘ Do Not Stand On Picnic Tables

✘ Do Not Move Picnic Tables

✘ Do Not Move Riffle Rocks

✓ Keep Pets On A Short Leash

✓ Clean Up After Pets

✓ Throw Garbage In Receptacles

PLEASE REPORT VIOLATIONS

IMMEDIATELY TO: 800-450-2677



Dam Park Pavilion Rental Checklist:

NO cleaning supplies, paper goods or utensils are supplied with the exception of toilet paper, hand wash & garbage bags.

To ensure that your \$200 deposit is returned, please fill out the following checklist, and sign & date before you leave the pavilion:

KITCHEN:

- | | |
|---|--|
| <input type="checkbox"/> Kitchen Surfaces Are Clean | <input type="checkbox"/> Window Is Secured Shut |
| <input type="checkbox"/> Floor Is Swept | <input type="checkbox"/> All Lights Are Turned Off |
| <input type="checkbox"/> Garbage Is Picked Up | <input type="checkbox"/> Garbage Bag Is Removed |

BATHROOM:

- | | |
|---|---|
| <input type="checkbox"/> Toilet Is Flushed | <input type="checkbox"/> Floor Is Swept |
| <input type="checkbox"/> Garbage Is Picked Up | <input type="checkbox"/> Garbage Bag Is Removed |

PAVILION TABLE AREA:

- | | |
|---|---|
| <input type="checkbox"/> All Table Surfaces Are Clean | <input type="checkbox"/> Floor Is Swept |
| <input type="checkbox"/> Put Kitchen & Bathroom Garbage Bags Into Pavilion Receptacle | |

List Any Known Damage: _____

NAME: _____ **DATE:** _____

ADDRESS: _____

- Leave the completed checklist in the building.
- Lock & close the doors firmly when you go.
- Keys should be returned to the outside payment box at City Hall.
- If, after inspection, no damage has been created and the pavilion has been left in a clean condition, your deposit will be sent to the address provided above.

Forbes Park Rustic Building

Rental Checklist:

NO cleaning supplies, paper goods or utensils are supplied with the exception of toilet paper, hand wash & garbage bags (extra within each garbage can).

NO FIRES ARE ALLOWED IN THE FIREPLACE!

To ensure that your \$200 deposit is returned, please fill out the following checklist, and sign & date before you leave the building:

- | | |
|--|--|
| <input type="checkbox"/> Toilets Are Flushed | <input type="checkbox"/> Bathroom Floor Is Picked Up |
| <input type="checkbox"/> Garbage Is Picked Up | <input type="checkbox"/> Garbage Bag Are Removed |
| <input type="checkbox"/> All Table Surfaces Are Clean | <input type="checkbox"/> Building Floor Is Picked Up |
| <input type="checkbox"/> Garbage Bags Have Been Placed in Park Receptacles (Behind Bldg) | |

List Any Known Damage: _____

NAME: _____ **DATE:** _____

ADDRESS: _____

- Leave the completed checklist in the building.
- Lock & close the doors firmly when you go.
- Keys should be returned to the outside payment box at City Hall.
- If, after inspection, no damage has been created and the pavilion has been left in a clean condition, your deposit will be sent to the address provided above.

Lions Park Pavilion

Rental Checklist:

NO cleaning supplies, paper goods or utensils are supplied with the exception of toilet paper, hand wash & garbage bags (extra within each garbage can).

To ensure that your \$200 deposit is returned, please fill out the following checklist, and sign & date before you leave the pavilion:

Toilets Are Flushed

Bathroom Floor Is Picked Up

Garbage Is Picked Up

Garbage Bag Is Removed

All Table Surfaces Are Clean

Pavilion Floor Is Picked Up

List Any Known Damage: _____

NAME: _____ **DATE:** _____

ADDRESS: _____

- Return the completed checklist to the payment box located outside of City Hall.
- If, after inspection, no damage has been created and the pavilion has been left in a clean condition, your deposit will be sent to the address provided above.