



City of New Prague

Department of Parks & Recreation
118 Central Ave North
New Prague, MN 56071



Key needed for electric use.
(Key available at City Hall)

PARK SHELTER PERMIT

Date of Event _____ Time (hours) _____

Location _____ Shelter No. _____

Name of Group _____ No. In Group _____

Name of Group Representative _____

Representative Phone _____ Address _____

City _____ State _____ Zip _____

Group Representative Signature _____

Fee Paid _____ Date _____ Approved by _____

Full payment and \$100 refundable damage deposit due at time of reservation. City Administrator's Office

Please carry permit to eliminate any discrepancies.

Reservations are forfeited if shelter is not used within (20) minutes of prescribed time.

Ten-day notice for all cancellations is needed in order to receive refund.

This reservation has been provided by the City of New Prague. The Department of Parks & Recreation desires to be of service to its citizenry in helping to have a good fun time while participating in this picnic. This form verifies that you have properly reserved the above-named facility for this activity. In turn you are expected to help in keeping these areas neat and clean. Your signature above attests that you have read these papers and will attempt to follow them to the best of your ability.

Park Rules:

1. All public park & recreation areas are closed from 11 P.M. to 6 A.M.
2. Glass bottles and kegs are prohibited.
3. Motorized vehicles shall be confined to roads, parking areas, or specifically designated areas. Overnight parking shall be prohibited.
4. Engaging in obscene, offensive, or abusive language or boisterous and noisy conduct tending to arouse alarm, anger, or resentment to others will not be allowed.
5. Pets must be kept leashed or under control. Horses shall only be permitted on or beside park and recreation roadways.
6. Liquor and beer sales and consumption are prohibited in the playground areas.
7. No firearms, BB guns, air rifles, archery, sling shots, explosives, or fireworks shall be brought into or used in park areas.
8. It shall be unlawful to damage any park facilities or park property, personal or real.
9. No advertising, unapproved selling, or solicitation, is allowed in park or recreation areas.
10. It is the responsibility of the individuals or groups using the shelter to put tables etc. back in the order that it was found.

Park Shelter Guideline - (Signature needed)

TO DO

- Please complete & sign Shelter Permit. **Keep a copy and return a copy w/shelter fee and deposit.** Also, sign Park Shelter Guideline and return with Shelter Permit.
If mailing please send to:
City of New Prague, 118 Central Ave N, New Prague, MN 56071
- Fee: for residents (A resident is someone who lives within New Prague City limits and receives a utility bill from New Prague Utilities.) Contact the City for total fee cost.
- Fee: non-residents (A non-resident is someone who lives outside New Prague City limits and/or does not receive a utility bill from New Prague Utilities.) Contact the City for total fee cost.
- A \$100 deposit is required and held until follow-up inspection is completed. The rental deposit will not be returned until staff verifies that the shelter is in the condition in which it was found and key for electric (if applicable) is returned.
- Please note: two separate payment are required for all events – one (check/cash only) for the security deposit and one for the permit fee. Make checks payable to the City of New Prague.
- Please pick up **key for electrical use** at shelter (where applicable), during normal business hours Monday thru Friday 8 am to 4:30 pm

FOR YOUR INFORMATION

- Please carry your shelter permit to eliminate any discrepancies.
- Reservations are forfeited if shelter is not used within 20 minutes of prescribed time.
- Ten (10) day notice for all cancellation is needed in order to receive refund.
- It is the responsibility of the individuals or group using the shelter to put tables etc. back in the order that it was found. Rental deposit will not be returned until staff verifies that the shelter is in the same condition it was when the permittee took occupancy.
- Inspection of park before & after rental use should be made by city parks staff to determine any damage (including excess garbage not placed in or near garbage receptacles)
- Included with the shelter rental charge city staff will blow out the shelter, checking electrical outlets, and provide garbage cans.
- City staff suggest renters of shelters to check condition of shelter prior to their event as they are cleaned in the early morning.
- NOTE: City staff is not responsible for the condition of shelters after they are cleaned.

REMINDERS

- All public park & recreation areas close by 11 pm.
- The City does not provide first aid kits at any park. Users should provide their own first aid kit.
- Glass bottles and kegs are prohibited.
- Liquor and beer sales and consumption are prohibited in playground areas.
- Volume of any live D.J. or other music shall be kept at a reasonable level so as not to disturb the adjacent residential properties
- Speakers and/or direction of the sound shall be pointed away from the residential areas.

NO KEY NEEDED FOR ELECTRICAL USE AT THE FOLLOWING PARK SHELTERS:

- Shelter #1 (LS) Memorial Park by Horseshoe Pits (Across from CSSW CPA office on Lexington)**
400 E Main St. (On the Southside of State Hwy 19 E. Main St.)
NOTE: Has a charcoal grill, restrooms located at Memorial Park - by softball fields
Picnic Tables Approximately - 14
- Shelter #2 (LS) North of Park Ballroom**
400 E Main St (On the Southside of State Hwy 19 E. Main St.)
NOTE: Restrooms located at Memorial Park- by softball fields Picnic Tables Approximately - 9
- Shelter #3 (LS) Memorial Park (by Softball Fields)**
400 E Main St (On the Southside of State Hwy 19 E. Main St.)
NOTE: Restroom Facilities Picnic Tables Approximately - 23
- Shelter #4 (Scott) Foundry Hill**
400 6th Ave NW (At the corner of 6th Ave NW & 3rd St NW)
NOTE: Restroom Facilities Picnic Tables Approximately - 6
- Shelter #6 (LS) Southside Park**
604 Central Ave S (South of 5th St SW on Cental Ave S)
NOTE: Has a double charcoal grill, and Portable Restroom Picnic Tables Approximately - 8
- Shelter #8 (Scott) Heritage Park (NO ELECTRICITY AVAILABLE)**
1101 Lexington Ave N (Intersection of Lexington Ave N & Bohemia St)
NOTE: Has a Portable Restroom Picnic Tables Approximately - 7

KEY NEEDED FOR ELECTRICAL USE AT THE FOLLOWING PARK SHELTERS:

- Shelter #5 (Scott) Northside Park**
401 Lexington Ave N (At the intersection of Lexington Ave N & 3rd St NE.)
NOTE: Has a charcoal grill, & Restroom Facilities Picnic Tables Approximately - 6
- Shelter #7 (LS) Settler's Park**
1114 9th St SE (At the Intersection of 9th St SE & 12th Ave SE.)
NOTE: Has a Portable Restroom Picnic Tables Approximately - 6

ADDITIONAL FEES

- Volleyball \$10.00 plus tax per court per day.
- Additional picnic tables may be requested. A fee of \$17.00 plus tax will be charged for each additional table requested. City staff will move any additional tables needed prior to your event.
- Reserving shelter with ballfield (currently affects Memorial Park Shelter #3)
Resident: Shelter & 1 Field - \$50.00 plus tax
Resident: Shelter & 2 Fields - \$70.00 plus tax (Does not include dragging of fields -contact the City for requests to drag fields for actual costs)
- Reserving shelter with ballfield (currently affects Memorial Park Shelter #3)
Non-Resident: Shelter & 1 Field - \$100.00 plus tax
Non-Resident: Shelter & 2 Fields - \$140.00 plus tax
- Reserving shelter **One Day Tournament** (currently affects Memorial Park Shelter #3)
Resident: Shelter w/both Fields - \$70.00 plus tax
Non-Resident: Shelter w/both Fields - \$140.00 plus tax
- Reserving shelter **Two Day Tournament** (currently affects Memorial Park Shelter #3)
Resident: Shelter w/both Fields - \$110.00 plus tax
Non-Resident: Shelter w/both Fields - \$220.00 plus tax
- Liquor License \$25.00** When applying for liquor license please allow enough time for council approval of license.
NOTE: Please submit at least 30 days in advance.

REMINDERS

- No firearms, B.B. guns, air rifles, archery, sling shots, explosives, or fireworks shall be brought into or used in park areas.
- Engaging in obscene, offensive, or abusive language or boisterous and noisy conduct tending to arouse alarm, anger, or resentment to others will not be allowed.
- Pets must be kept leashed or under control. Pet owners are responsible for pickup and removal of animal waste. Horses shall only be permitted on or beside park and
- It shall be unlawful to damage any park facilities or park property, personal or real.
- Motorized vehicles shall be confined to roads, parking areas, or specifically designated areas. Overnight parking shall be prohibited.
- No advertising, unapproved selling, or solicitation, is allowed in park or recreation areas.

SIGN
HERE

Customer Signature

Date