



Park Shelter Request Form

Shakopee Parks and Recreation
1255 Fuller Street, Shakopee, MN 55379
Phone# (952) 233-9500 Fax# (952) 233-3831
www.ShakopeeMN.gov or parks@ShakopeeMN.gov

OFFICE USE ONLY	
Date/ Time Rec'd _____	_____
Staff Initials _____	_____
Date Processed _____	Staff Initials _____
Permit or Booking # _____	_____

Contact Information

Name: _____ Birthdate: _____ Email: _____
 Organization: _____ Tax Exempt: Yes (Submit ST3) No Tax ID# _____
 Address: _____ City: _____ State: _____ Zip: _____
 Main Phone: _____ Alternate Phone: _____

Reservation Information

Event Date: _____ Day of Week: _____ Start Time: _____ End Time: _____
 Event Type/Description _____ #Attending: _____

Open Air Park Shelters _____ Memorial -Shelter #1 (no Electric) _____ Memorial -Shelter #2
\$75.00(Rental) + 5.53(Tax) = \$80.53 _____ Lions -Shelter #1 _____ Lions -Shelter #2

Full payment and \$100 refundable damage deposit due at the time of reservation for enclosed shelters or equipment rental.
 Damage deposits will be returned after rentals: Within 21 working days (cash/check) or 7 days (credit).

Enclosed Park Shelters _____ Green Meadows _____ Riverside Fields _____ Westminster
\$95.00(Rental)+\$7.01(Tax)=\$102.01 _____ Hiawatha _____ Scenic Heights
 _____ Holmes _____ Southbridge Community

Special Use Permit and/or Insurance Requirements (Initials Required)

A Special Event Permit and/or additional insurance may be required if you are planning an event with ANY of the following:
 Yes No Jump House/Dunk Tank Yes No Entertainment Yes No *Alcohol or food sales
 Yes No Amplified Music Yes No *Charging entry fee Yes No Staking of tents/shelters
 *Other (Car Show, Pets Show, Community 5K, etc.) Please specify: _____

Initials Required
 _____ My event will not include any of the activities listed above.
 _____ I would like to apply for a Special Use Permit. Please contact Barb Pothier-952-233-9505 or parks@ShakopeeMn.gov
 _____ I will provide the appropriate insurance 7 days prior to my event naming the "City of Shakopee" as an additional insured.
 _____ *Special Permit Request – May be subject to a Fee. Failure to obtain a SUP could result in forfeiture of deposit.

Equipment Request Free with Rental + Deposit (without Rental \$15 + Deposit - includes tax)

_____ Volleyball _____ Horseshoes _____ Lions Park Only _____ Frisbee Golf _____ Shuffleboard

Agreement – Signature Required

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental listed above.

With my signature, I verify I have read and understand the rules and regulation for facility/park us.

DATE: _____ SIGNATURE: _____

Payment Information

Rental Fee \$ _____ (Includes Tax) + Deposit Fee \$ 100 = Total Fee \$ _____
 Cash \$ _____ Check \$ _____ # _____ CrCard Visa \$ _____ MasterCard \$ _____ Approval _____
 Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____ 3 Digit Security Code _____