

# FACILITY USE REQUEST

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

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

**Date Requested** (clearly fill in all days requested)

**YEAR**                      **MONTH**                      **DAY**                      **DAY OF WEEK**                      **BEGIN-END TIME**

**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 \_\_\_\_\_



**Return 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](http://www.red-wing.org)

Park shelter calendar: <http://fs-redwing.rschooldtoday.com/calendar/index/index/viewtype/1>

## Reservation Fees

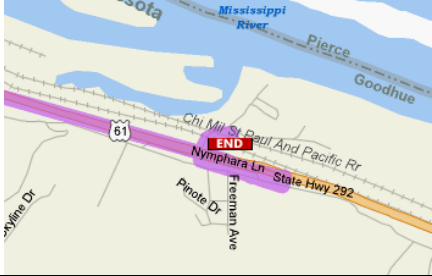

**All fees must be paid at time of reservation.**

Facility	Fees
<b>Colvill Courtyard</b> (Accommodates approximately 200 people) <ul style="list-style-type: none"> <li>○ Cleaning Deposit (<b>returned after inspection</b>)</li> <li>○ Reserve Backyard Garden Exclusively</li> <li>○ Reserve Officer after 10:30 (Alcohol is not allowed after 10:30 in the park without a scheduled officer)</li> <li>○ <b>Key Needed – to be picked up at Public works</b></li> </ul>	\$275.00/day \$150.00 ( <b>Separate Check Please</b> ) \$50.00 \$45.00
<b>Colvill Pavilion #1</b> (Approximately holds 50-75 people) <b>Key Needed – to be picked up at Public Works</b>	\$45.00 (up to 4 hours) \$65.00 (4+ hours)
<b>Colvill Pavilion #2</b> ( Approximately holds 75-100 people) <b>Central Park Bandshell</b>	\$35.00 (up to 4 hours) \$45.00 (4+ hours)
<b>All Small Open Air Shelters</b> (Approximately holds 35 people) (Colvill #3, #4, Bay Point #1, #2, AP Anderson #1, #2)	\$25.00 (up to 4 hours) \$35.00 (4+ hours)
<b>Private Party Warming House Use</b> (Approximately holds 50-75 people) -South Park	\$45.00 (up to 4 hours) \$65.00 (4+hours)

## NOTICE OF RESERVATION CANCELLATION

*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.*

### Directions To The Parks

<p><b><u>Colvill Park</u></b>                      515 Nymphara LN                      Red Wing, MN 55066</p>	<p>-Head towards Hwy 61 South in Red Wing                      -Turn right onto State Hwy 292                      -Turn right onto East 7<sup>th</sup> St.                      -Turn right onto Nymphara LN</p> 
<p><b><u>Bay Point Park</u></b>                      1392 Levee St.                      Red Wing, MN 55066</p>	<p>-Head towards Hwy 61 South in Red Wing                      -Turn right onto Withers Harbor Dr.                      -Withers Harbor Dr. becomes Levee Rd.</p> 
<p><b><u>A.P Anderson</u></b>                      101 Johnson Ave                      Red Wing, MN 55066</p>	<p>-Head towards Hwy 61 North in Red Wing                      -Turn left onto Johnson Ave.</p> 