

# 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

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

**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](http://www.red-wing.org)  
Park shelter calendar: <http://fs-redwing.rschooltoday.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
<p><b>Colvill Courtyard</b>                      (Accommodates approximately 200 people)                      All Day Rental                      Cleaning Deposit (<b>returned after inspection</b>)                      Reserve Backyard Garden Exclusively                      Reserve Officer                      (Alcohol is not allowed after 10:30 without a scheduled officer)  <b>Key Needed – to be picked up at Public Works M-F 7:00-4:00</b></p>	<p>\$300/day                      \$150 (<b>Separate Check</b>)                      \$50                      \$60</p>
<p><b>Colvill Courtyard – Seasonal Rental in four (4) hour increments</b>                       Cleaning Deposit (<b>returned after inspection</b>)                      October 15<sup>th</sup> through April 1<sup>st</sup>, Monday-Sunday                      April 1<sup>st</sup> through October 15<sup>th</sup>, Monday-Thursday  <b>Key Needed – to be picked up at Public Works M-F 7:00-4:00</b></p>	<p>\$150 (<b>Separate Check</b>)                      \$150 (up to 4 hours)                      \$150 (up to 4 hours)</p>
<p><b>Colvill Pavilion #1</b>                      (Accommodates approximately 50-75 people)                      Up to four hours                      All Day Rental  <b>Key Needed – to be picked up at Public Works M-F 7:00-4:00</b></p>	<p>\$50 (up to 4 hours)                      \$80 (4+ hours)</p>
<p><b>Colvill Pavilion #2, #5, and Central Park Bandshell</b>                      (Accommodates approximately 75-100 people)</p>	<p>\$40 (up to 4 hours)                      \$60 (4+ hours)</p>
<p><b>All Small Pavilions</b> (Accommodate approximately 35 people)                      (Colvill #3, #4, Bay Point #1, #2, AP Anderson #1, Memorial #1)</p>	<p>\$30 (up to 4 hours)                      \$50 (4+ hours)</p>
<p><b>Private Party Warming House Use</b>  <b>South Park</b>                      (Accommodates approximately 50-75 people)</p>	<p>\$50 (up to 4 hours)                      \$80 (4+hours)</p>