



Please check which park shelter you are requesting:

- City Square Park Community Park Pioneer Park Lion's Park McKnight Park Veterans Park

Information about the rental:

SHELTERS: One rental per day. Rental blocks are 9 am-9 pm. Shelter rentals include the kitchen where available (key will need to be checked out).

Day/Date Requesting:	Total time you will occupy the shelter ____am/pm to ____am/pm
Purpose of Rental:	Estimated Attendance:

Are you requesting a ball field, if available at the facility requested Yes No

Primary Renter Contact Information:

Name:	Email:
Primary Phone Number:	Alternate Phone Number:
Address:	City/Zip:

Name of Business/Organization *(if applicable)*:

Additional Event Information:

- Will you be serving alcohol at your event? Yes No If Yes- NO hard liquor, NO Glass, NO kegs, NO selling.
- Are you having a caterer, food truck, or large cooking device? Yes No If YES, please explain: _____
- Do you plan on having any amplified sound at your event (band, DJ, speaker system, etc.)? Yes No If YES, please explain: _____
- Will you have any tents, bounce house, or any other type of entertainment: Yes No If YES, please explain: _____
- Will you have any vendors selling goods at your event: Yes No If YES, please explain: _____

Rental fees and payment information:

Payment must accompany this application form prior to approval and a permit being issued. Cancellations must be at least 14 days prior to the day of the event for a full refund.

Park Shelter Rental Fees: Chaska Resident: \$100 plus tax Non-Resident: \$150 plus tax

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to indemnify and hold the City harmless from, and against, any and all liability for any injury that may be suffered by them or any guests connected with this reservation.

Signature of Applicant _____ Date _____



City of Chaska Parks & Recreation Park Shelter Rental Application

MAKING YOUR REQUEST

- Applicant must be at least 18 years old.
- Reservations can be made online, or by phone or email with the Resource and Events Supervisor.
- Reservations should be made at least one week in advance.

BOOKING PROCEDURE

- Reservations can be made online at www.chaskamn.gov/660/Shelter-Reservations
- Reservations can also be made by phone or email with the Resource and Event Services Supervisor.
- Once the application and fees are received you will be booked in (application form is not necessary when making an online reservation).
- A Facility Permit confirming your reservation is sent by email to the applicant.
- If not available, the applicant is notified immediately to see if times/day can be shifted to accommodate them. If times/day cannot be changed a full refund will be granted.

BOOKING POLICY

- Applications will be accepted on the first business day of each year for Veterans Park shelter and City Square Gazebo.
- For Lions, Pioneer, Community, and McKnight applications will be accepted on the first business day in March.
- No parks are held or “penciled in” without payment.
- Rentals are based on a first-come, first served basis.
- Do not consider the park booked until you are issued a Facility Permit.
- Requests received evenings or weekends will be processed the next business day.
- Cancellations must be at least 14 days prior to the day of rental for a full refund.

GENERAL PARK SHELTER GUIDELINES

- Park hours are 9 am – 9 pm. One rental per day for each park.
- To access the kitchen, a key can be picked up from the Chaska Community Center Guest Services desk anytime during the week of your rental. Key is due back the Monday following your rental. Keys for Veterans Park are checked out at the Chaska Curling Center.
- Please throw ALL your garbage away in the trash cans provided.
- **You may NOT store items in/at the park shelter early. You have the park ONLY for the date and time stated on your Facility Permit.**
- Please do not leave anything behind (clear all food and cooking items). You are expected to leave the park the way you found it.
- Alcohol may be consumed in city parks. No alcohol may be sold in city parks except where allowed by a separate city ordinance. NO GLASS CONTAINERS; NO HARD LIQUOR; NO KEGS.
- No user shall play any amplifying sound equipment in such a manner that the sound is audible beyond the immediate vicinity of the shelter area and interferes with the use of the park by other users or disturbs residents of the adjacent property.
- No tents or other alternative shelter may be put up that requires staking into the ground.
- Inflatable jumpers may be set up HOWEVER they cannot be anchored by staking them into the ground because of electrical/gas/irrigation lines. Please find another way to anchor without staking into ground. The City of Chaska is not responsible for accidents or injuries due to use of an inflatable.