

City of Brooklyn Center Park Building & Picnic Shelter Rental Application

Community Activities, Recreation & Services Department
6301 Shingle Creek Parkway
Brooklyn Center, MN 55430
763-569-3400
cityofbrooklyncenter.org

Park Building & Picnic Shelters are available from May 1 thru October 15,
between the hours of 8 a.m. and 10 p.m.

Reservations must be made in person at the Community Center Monday-Friday, 9:00 a.m.-4:30 p.m.,
Seven days prior to the requested rental date.

Name _____ Date of Birth _____

Business or Organization _____ Tax exempt? Yes _____ No _____

Street Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ (C) _____

Email _____

Requested Date of Rental _____ Time _____

Describe your event and activities related to your event _____

_____ Number of Guests expected _____

Which park building or picnic shelter would you like to reserve? (See back for locations and descriptions.)

Signature of Applicant

Date

- **Reservations for Brooklyn Center residents begins February 7, 2017.**
- **Reservations for non-residents is available beginning May 22, 2017.**
- Minimum of 7 days notice is required to assure proper maintenance of the picnic shelter.
- Proof of address is required when applying for a picnic shelter permit.
- The deposit and non-refundable rental fee are required at the time of reservation.
- Permit holder must be on site with a copy of their permit during event and is responsible for group's compliance of City policies & ordinances.
- **Alcohol is prohibited. Fireworks are prohibited.**
- The City of Brooklyn Center significantly restricts the use of live music or amplified sound equipment. The Police Department actively enforces the city's Noise Ordinance.
- Driving vehicles on trails and parking on grass is prohibited.
- Use of tents, inflatable games (including bouncy houses), dunk tanks or similar items require pre-approval by the Community Activities, Recreation & Services Department Director. The permit holder must provide the city with a Certificate of Insurance from the vendor that includes liability coverage of at least \$1.5 million naming the City of Brooklyn Center as an additional insured.

Staff Use Only Verified

Brooklyn Center Resident _____

Rental Number _____

Park Location Fees listed do not include tax or deposit	Reservation Fee	Deposit	Portable Restrooms	Maximum Number of People
Bellvue Picnic Shelter - 801 - 55 th Ave N	\$30	\$50	1	25
Centennial Gazebo - 6301 Shingle Creek Pkwy	\$150	\$100	1	200
Centennial Softball Field Shelter - 6301 Shingle Creek Pkwy	\$150	\$100	2	200
East Palmer Picnic Shelter - 7027 Oliver Ave N	\$50	\$50	1	40
Evergreen Picnic Shelter - 7112 Bryant Ave N Not available in 2017	\$150	\$100	1	150
Firehouse Picnic Shelter - 6535 Bryant Ave N	\$50	\$50	1	40
Freeway Picnic Shelter - 6701 Beard Ave N	\$30	\$50	1	50
Happy Hollow Picnic Shelter - 5030 Abbott Ave N	\$30	\$50	1	50
Kylawn Picnic Shelter - 6015 Kyle Ave N	\$50	\$50	1	40 Shelter; 35 Building
Kylawn Shelter Building & Picnic Shelter	\$150	\$250		75 Both
Lions Picnic Shelter - 5501 Russell Ave N	\$50	\$50	1	100
Northport Picnic Shelter - France Ave & Burquest Ln Not available until July 1, 2017	\$150	\$100	1	150
Orchard Lane Picnic Shelter - 6512 Perry Ave N	\$30	\$50	1	40
Riverdale Picnic Shelter - 7031 Dallas Rd	\$30	\$50	1	50
Twin Lake Picnic Shelter - 4651 Twin Lake Ave	\$30	\$50	1	25
West Palmer Picnic Shelter - 7110 Palmer Lk Dr W	\$50	\$50	1	40 Shelter; 35 Building
West Palmer Shelter Building & Picnic Shelter	\$150	\$250		75 Both
Willow Lane Picnic Shelter - 4800 - 69 th Ave N	\$30	\$50	1	50

RENTAL FEES AND DAMAGE DEPOSITS

Fees are subject to change. Applicable taxes will be applied. No refunds will be given. The cost of a portable restroom clean (\$50) is included in the reservation fee for Centennial, Evergreen and Northport picnic shelters. This guarantees the restrooms will be cleaned the day before your event. A portable restroom clean for other parks is available upon request for an additional fee.

A \$250 refundable damage deposit is required for Kylawn & West Palmer picnic shelter buildings.

A \$100 refundable damage deposit is required for Centennial Gazebo, Centennial Softball Field Shelter, Evergreen, and Northport picnic shelters.

A \$50 refundable damage deposit is required for all other picnic shelters.

It is the responsibility of the permit holder to clean up the picnic shelter area and leave the surrounding area in good condition. If the picnic shelter/building or surrounding area is damaged or requires additional staff time for repairs or cleaning, the deposit fee may be forfeited and additional charges may be incurred. Each picnic shelter has a maximum occupancy limit. If occupancy is exceeded, the deposit fee may be forfeited.

