

Reservation Application
Chautuqua Park Band Shell or Ludlow Park Amphitheater
Wedding

Bride's name _____ Groom's name _____

Other contact _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Daytime phone _____ Evening phone _____ Cell _____

Email _____

Wedding date requested: _____, 20____ Day of the week: _____

Please indicate requested time (specific) _____

Only one application per wedding will be accepted. More than one wedding/event will be permitted per day, therefore, you must be specific on time request. Due to the significant demand for the band shell during the summer months, the Renter's hold on the band shell is not official until this application has been completed, **the reservation fee of \$ 50.00 and deposit of \$75.00 has been paid, a Certificate of Insurance naming the City as an additional insured in the amount of \$ 1,000,000 has been received, and this application has been approved** for the reserved date.

Estimated Attendance _____ Using amplified sound? ___Yes ___ No

If you answered yes, briefly describe: _____

Are you planning to decorate, use a canopy, or use a horse drawn carriage service? ___ Yes ___ No

If you answered yes, briefly describe: _____

Upon approval of this request, the Renter agrees to adhere to the following requirements, unless special arrangements have been noted by staff on this rental agreement, and agrees to accept the consequences for their failure to do so.

A. **Cancellation.** If the Renter cancels at least seven days in advance of the reserved date, 100% of their deposit will be refunded. If cancelled with less than seven days notice, the deposit will not be refunded, but the Renter will have no further obligation. There are no exception to this policy since a late date cancellation means that another renter will not likely be found for the date you reserved.

B. **Park Hours.** The band shell and amphitheater is located in a residential neighborhood and the facility is available between the hours of 8:00 a.m. and 10:00 p.m. The Renter will be permitted to use the facility between the hours of 8:00 a.m. and 10:00 p.m. but will be ejected from the facility during the hours not permitted.

C. **Alcohol.** Only beer or wine coolers are permitted in picnic shelters and open picnic areas per Chapter 93: subd. 93.19. This will include the band shell area. The Renter will be subject to ejection and prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. The sale of intoxicating beverages is absolutely not permitted. The Renter shall hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.

D. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period. Causing a public nuisance may, at the discretion of the Police Department, will be grounds for ejection from the facilities. Specifically, the Police Department will monitor the parks during the events that create a noise in violation of City Laws.

E. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking is prohibited.

F. **Trash.** Trash containers will be provided; renters must ensure that all refuse is placed in these containers. City employees will dispose of trash in the containers at the end of the event.

G. **Minimum age.** Renters must be at least twenty-one (21) years of age. The event must be supervised at all times by a responsible adult twenty-one years of age or older.

H. **Use of horse drawn carriage.** The carriage must be kept on the hard surface path, must not be left unattended or without physical restraint, and must be attended by a person capable of controlling such animal. The Renter shall be responsible for removal of feces. **Failure to remove all feces will result in the Renter paying all clean-up and disposal costs.**

I. **Utilities.** There are electrical outlets located on the front of the band shell stage. It is the intention to have the outlets in working order, however, there may be occasions when a breaker may be tripped. The City will check the breakers regularly, but the City cannot guarantee the outlets to be useable at all times.

J. **Rate increase.** The rental rates are subject to change at any time, but generally the City Council reviews all fees in December of each year. If the rental rate is increased between the date band shell is reserved and the date of your event, the new rates shall apply.

K. **Refunds.** There are no refunds in part or in whole of rental fees for any reason including inclement weather or messy facilities.

L. **Upon approval** I agree not to prevent the usage of Chautauqua Park or Ludlow Park Amphitheater by the general public and will not block entrances unless I have received prior approval as part of this permit.

Signature

Printed Signature

Date

Office use only: Date received _____ Date approved _____ Date denied _____

Exclusive use of Chautauqua Park or Ludlow Park Amphitheater permitted **Yes** **No**

Authorized Staff Signature _____