

**CITY OF WORTHINGTON PARKS  
SPECIAL EVENTS APPLICATION/AGREEMENT**

Rev. 1/2022

Type of event \_\_\_\_\_

Location requested \_\_\_\_\_

Sponsor \_\_\_\_\_ Contact person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell \_\_\_\_\_

E mail \_\_\_\_\_

Date requested: \_\_\_\_\_, 20\_\_\_\_ Day of the week: \_\_\_\_\_

Please indicate requested time (be specific): \_\_\_\_\_

Only one application per event. More than one event may be scheduled dependent upon location, therefore, the requested time must be specific. Renters hold on a specific location shall not be official until this application has been completed, a **user fee of \$ 50.00** for 99 people or less, and to require any event generating more than 50 people to be addressed on a case by case basis with the user fee of **\$110.00** for 100-499 people and **\$220.00** for 500 to 1000 people and a **damage deposit of \$75.00**. When the appropriate fee 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 your application has been approved for the reserved date.

**ADDITIONAL REQUIRED INFORMATION**

Briefly describe activity to take place at event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Charging an admission \_\_\_ Yes \_\_\_ No

**If you answered yes**, you must obtain the proper permit from the City Clerk. A copy of the permit must accompany this application.

Are you using amplified sound, musical instruments, other? \_\_\_\_\_ Yes \_\_\_ No

If you indicated yes, please briefly describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you planning to decorate or use a tent, stage, other? \_\_\_\_\_ Yes \_\_\_ No

If you indicated yes, please 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 seven days in advance of the reserved date, 100% of their deposit will be refunded. If canceled with less than seven days notice, the deposit will not be refunded, but the Renter will have no further obligation.

B. **Park Hours.** Since the parks are located in residential neighborhoods, the Renter will be permitted to use the park between the hours of 8:00 a.m. and 10:00 p.m. Renters 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. 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 Renters knowledge. The Renter shall hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.

E. **Sale of Alcohol.** **Absolutely no sale of intoxicating beverages permitted, unless prior arrangements have been made, the applicant is a registered 501C3 organization, proper permits obtained and fees paid including any insurance requirements beyond what is required within this agreement.**

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. **Permit required.** A permit shall be obtained from the appropriate designated representative of the City before participating in any of the following activities: carnivals, community celebrations, political gatherings, activity contests including those requesting exclusive use of a park by charging admission; and exhibitions either of a stage production or otherwise. This shall include the vending and peddling of any article or thing.

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 the trash in the containers at the end of the event.

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

H. **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 the breaker may be tripped. The City will check the breaker regularly , but the City cannot guarantee the outlets to be usable at all times. If the Renter determines the need for temporary electrical service, the Renter will need to make arrangements with Worthington Public Utilities.

I. **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 park location is reserved and the date of your event, the new rates shall apply.

J. **Refunds.** There are no refunds in part or in whole of rental fees, whether due to inclement weather, messy facilities, or for any other reason.

K. **Upon approval** I agree to not prevent the usage of the public park, other than the approved requested area, 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 Park permitted**    Yes        No

**Sale of Alcohol Permitted**        Yes        No

**Authorized Staff Signature** \_\_\_\_\_

**Special Notes:**

**City of Worthington Parks  
P.O. Box 279 303 Ninth Street  
Worthington, MN 56187**

