



CITY OF MONTICELLO
505 WALNUT STREET
MONTICELLO, MN 55362
EVENT COORDINATOR
763-271-7123

PARK RESERVATION PERMIT APPLICATION

CHECK FACILITIE(S) DESIRED		COST / 6 HRS		PARK AMENITIES																					
		RENTAL FEE INCLUDES MN STATE SALES TAX																							
[X]	PARK	FACILITY	NON RESIDENT		Total Acres	Basketball Court	Baseball/Softball Diamond	Boat Launch/Dock	Concession/Community Rm	Garden	Gazebo	Hockey/Skating Rink	Natural Area/Open Space	Nature Trail	Parking Off-Street	Pathway	Picnic Facilities	Play Equipment	Restrooms	Shelter	Soccer Field	Volleyball	Westland	OTHER AMENITIES	
			RESIDENT	NON RESIDENT																					
	EAST BRIDGE PARK	GAZEBO	\$110	\$135	5.2				●	●														●	RIVER OVERLOOK
	ELLISON PARK	LIONS DEN & GAZEBO	\$300	\$300	5.3		●			●															BOAT LAUNCH
	ELLISON PARK	LOG SHELTER	\$110	\$135	5.3		●			●															BOAT LAUNCH
	WEST BRIDGE PARK	COMMUNITY ROOM	\$110	\$135	2.5	●		●	●	●	●														FISHING PIER
	WEST BRIDGE PARK	PICNIC SHELTER	\$110	\$135	2.5	●		●	●	●	●														FISHING PIER
	PIONEER PARK	COMMUNITY ROOM	\$110	\$135	23.2				●	●													●	●	
	GROVELAND PARK	PICNIC SHELTER	\$110	\$135	4.2	●																			
	OTTER CREEK PARK	GAZEBO	\$55	\$80	0.4					●	●													●	CREEK OVERLOOK
SUB-TOTAL RENTAL FEE																									
*SPECIAL PERMIT APPLICATION FEE			\$50	\$50	*A SEPARATE SPECIAL PERMIT IS REQUIRED FOR ALCOHOL, MUSIC OR LARGER EVENTS																				
TOTAL AMOUNT DUE					PAID	CASH		CREDIT CARD		CHECK #															

PLEASE READ THE FACILITY USE POLICY FOR DETAILS ABOUT WHEN AND WHERE TO PICK UP THE KEY FOR YOUR FACILITY

RESERVATION INFORMATION

NAME:															
ORGANIZATION:												NON-PROFIT ID:			
ADDRESS:															
CITY:		STATE:			ZIP:			PHONE:							
EVENT DESCRIPTION:								ESTIMATED NO. OF ATTENDEES:							
RESERVATION DATE REQUESTED:					FROM:			AM / PM			TO:			AM / PM	

RESERVATION AGREEMENT

I HAVE RECEIVED, READ AND AGREE TO ABIDE BY ALL PARK ORDINANCES, RULES AND REGULATIONS, AS WELL AS ALL CONDITIONS SET FORTH IN THIS PERMIT AND IN THE PARK RESERVATION POLICY

SIGNATURE OF APPLICANT: _____ DATE: _____

ISSUED BY: _____ DATE: _____

CITY OFFICE USE

THIS ORGANIZATION HAS BEEN APPROVED FOR USE OF THE SPECIFIED FACILITY WITHOUT PAYING A FEE YES _____ NO _____

SIGNED BY: _____ DATE: _____
Tom Pawelk, Park Superintendent

KEY ISSUED: Y / N	KEY #:	FACILITY INSPECTED BY:		
KEY RETURNED: Y / N	DATE:	DEPOSIT CHECK RETURNED: Y / N	DATE:	
IF SPECIAL EVENT PERMIT REQUIRED - DATE APPROVED:		SIGNED BY:		

* PERMIT MUST BE TURNED IN TO CITY HALL AT 505 WALNUT STREET, SUITE 1, MONTICELLO, MN *
CALL 763-295-2711 WITH QUESTIONS