



## PAVILION RESERVATION FORM

### DATE AND TIME OF RENTAL

1. Date of Event:\_\_\_\_\_ Event Hours:\_\_\_\_\_ to \_\_\_\_\_

*\*Event Hours includes the time needed for set up and clean up*

2. Rental Cost: ☐ Half Day Monday-Friday = **\$80.00\*** ☐ 7am-2pm OR ☐ 3pm-10pm  
☐ All Day 7am-10pm = **\$135.00\*** ☐ Saturday OR ☐ Sunday

*\*Rental includes MN sales tax*

3. Security Deposit : **\$150.00** The security deposit is paid separate by cash or check payable to City of Dundas.  
Check will be destroyed once pavilion has been inspected and found acceptable.

Name of Group or Individual (*please print clearly*) : \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Important Rules to Know:

1. **Reservations must be made at least two weeks in advance of the event date. All reservations require a \$150 damage deposit.**
2. **Call before you come to pick up the pavilion keys. The pavilion keys may be picked up 48 hours prior to reservation Monday -Thursday 8am – 4:30 pm and Friday 9am- 1pm. Keys must be returned by Noon the following business day. Failure to do so will result in loss of damage deposit –NO Exceptions. You may pick up and return keys at the Dundas City Hall, 100 Railway Street North, Dundas.**
3. **To secure a reservation, the reservation form must be received within 5 business days after reservation was placed. Make checks payable to: City of Dundas. Cancellations require 72-hour notice.**
4. **All parks close at 10:00 p.m.**
5. Glass containers are **not** permitted in City Parks, i.e. drinking glasses, jars and bottles.
6. Consumption of alcohol is allowed. Alcohol beverages must be brought in metal or aluminum cans.
7. Event organizers are responsible for cleaning and disposing of garbage at the event's conclusion. Garbage bags are provided by the City. Complete checklist, signed off and return with key to City Hall.
8. City of Dundas personnel will inspect the area after the group has used the pavilion.
9. Bring this form with you to the pavilion on the day of your rental as proof that you have rented the pavilion.

I, the undersigned, hereby agree to release and discharge the City of Dundas, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments, and executions. This release includes all claims that I or the group renting the shelter may have against the City of Dundas for all personal injuries, death or property damage which may arise out of the rental and use of the Memorial Park pavilion or park area. I have read and acknowledge the Memorial Park Pavilion Reservation Rental Policy/Rules including parking restrictions (*copy attached*) and understand violation of any part of the **policy/rules affect the return of the deposit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to:** City of Dundas, 100 Railway St. N, Dundas MN **Email:** [cityhall@dundas.us](mailto:cityhall@dundas.us) **Phone:** (507)645-2852

### FOR DEPARTMENT USE ONLY

Payment: Cash or Check# \_\_\_\_\_ Amount: \_\_\_\_\_ Security Deposit: Cash or Check#: \_\_\_\_\_

Deposit Returned: ☐ YES ☐ NO Staff: \_\_\_\_\_ Key Out: \_\_\_\_\_ Returned: ☐ YES ☐ NO

**CITY OF DUNDAS**  
**MEMORIAL PARK 2023 PAVILION RESERVATION**  
**RENTAL POLICY & RULES**

**Reservations:** Reservations are to be made in advance to ensure the event date along with payment and deposit have been received. Reservation gives the renter priority ONLY for the day and time duration rented. To secure a reservation the rental form must be received within five (5) business days after the reservation is requested along with payment of the rental fee and security deposit.

**Park Hours: 7 a.m. - 10 p.m. Daily:** *(City Code § 1502.01 No person shall be present in, occupy or use any park except during the hours of 7:00 a.m. to 10:00 p.m. The City Council may extend the hour of closing upon written request and upon so doing will notify the Responsible Party.*

**Pavilion Key:** The pavilion keys can be picked up at City Hall during business hours Monday-Thursday 8a-4:30 p.m. and Friday 9a-1 p.m. Call City Hall (507)645-2852 to verify when you can pick up the keys. **Keys and checklist must be returned to City Hall by NOON the following business day** at 100 Railway St N. A lost key is subject to replacement cost and any additional cost to secure the building.

**Cleanup: Bring your cleaning supplies.** Cleaning supplies are not furnished; garbage bags are provided. The Cleanup Checklist is required to be completed and signed by the responsible party and returned with the key at City Hall. All areas inside and outside the Pavilion building are to be cleaned. City staff will inspect the area after each use of the Pavilion. Please report any damages or lack of cleanup by the previous renter on the checklist form.

**Glass containers are not permitted in Memorial Park or Pavilion;** i.e. drinking glasses, jars, bottles.

**Parking:** Parking is not permitted on the grass between the paved path or the gravel drive and the Pavilion. Vehicles parked on the grass or pathway in the described area will be subject to a fine and loss of deposit.

**Nuisance Noise:** Music or other noise audible on the street side of the First Street fence line will result in the immediate cancellation of the rental and loss of deposit. Designated City employees are the sole judge of nuisance noise.

**Alcohol:** Consumption of alcohol is allowed. Alcohol beverages must be brought in metal or aluminum cans. No serving of minors or sale of alcohol is allowed. **Consumption of alcohol is limited to the Pavilion shelter and an area within 25 ft on the sides of the shelter facing the ball field (south) and the Cannon River (west).**

**Dundas Baseball (Dukes) Field:** No one is allowed to use the fenced-in City ballpark which is used and maintained by the Dundas Baseball Association (Dundas Dukes). Failure to comply will automatically result in loss of deposit along with any additional charges for using the property or damages deemed by the Dundas Baseball Association.

**Deposit:** A deposit of \$150.00 is required from anyone reserving the shelter. The deposit will be returned after (1) the park area, pavilion, and bathrooms are inspected and found clean with no debris or damage; (2) return of the signed checklist and park key by Noon on Monday; (3) no parking, noise or other violation of City Codes or Policies. Any expenses incurred by the City will be deducted from the deposit fee and the responsible party will be billed for any excess expense. **IMMEDIATE LOSS OF DEPOSIT WHEN GOING BEYOND THE RESERVED CLOSING TIME of 10:00 PM (CLEAN UP MUST BY DONE BY 10:00 pm)**

**Cancellation:** Cancellations require 72-hour notice for refund of park rental fee, sanitizing fee, and return of deposit fee, less a \$15.00 processing fee.

**Questions:** Contact Dundas City hall at 507-645-2852