



Heritage Park Building Reservation Agreement

For use of the Heritage Park Building (20400 County Road 50, Corcoran, Minnesota).

Name: _____ Organization: _____

Activity: _____ Email: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Rental Date(s): _____

Time of Use: _____ Total Hours Used: _____ Total Reservations: _____

	Resident	Non-Resident
Full-Day Rental (10:00 am - 10:00 pm)	\$400	\$600
Half-Day Rental (6-hour timeframe)	\$200	\$400
Weekday Hourly (2-hour minimum, available M-F until 3 pm)	\$40/hour	\$60/hour
Damage Deposit (Separate check required)	\$350	\$350
When can I rent?	Up to 12-months prior	Up to 8-months prior

Total \$

Certain use by non-profit/community partners may be exempt from Rental Fees.

NOTES REGARDING RESERVATIONS:

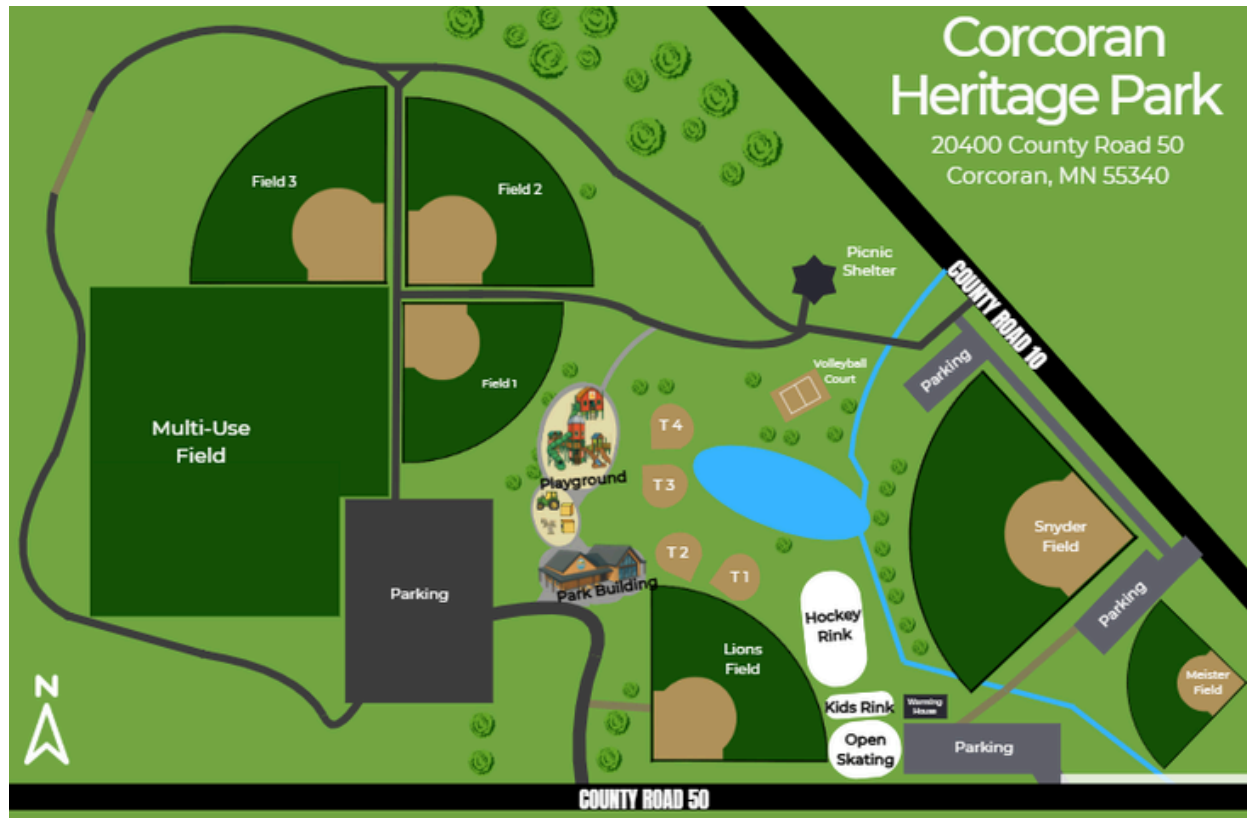
- A tentative 1 week hold can be placed, but full payment is due upon reserving.
- Your reservation allows you access to the Heritage Park Building, but Heritage Park is still open and available to the public during your event.
- Set-up and tear-down should be included within your reservation timeframe (i.e., event from 5-8pm may have a reservation timeframe from 4-9pm to account for set-up and tear-down).

OFFICE USE ONLY

Payment Method: ☐ Cash ☐ Credit Card (Order #: _____) ☐ Check (Check #: _____)

Damage Deposit: Check #: _____ **Processed by:** _____ **Date:** __/__/__

HERITAGE PARK BUILDING ADDRESS: 20400 COUNTY ROAD 50, CORCORAN, MINNESOTA 55340



Any violation of building/park policy may, in the discretion of the City of Corcoran, result in cancellation of use, denial of future request, and/or forfeiture of fees and/or damage deposit.

PARK RULES

- Animals in the park must be on a leash no longer than 6 feet long, and picked up after.
- No littering; trash should be placed in the proper receptacles.
- Intoxicating liquor is not allowed in the park.
- All City of Corcoran parks, including Heritage Park, are open from 6:00 am - 11:00 pm.
- No placing, parking, or driving on park property with any motor vehicle except on specific roads and parking lots.

BUILDING RULES

- All groups must be supervised by an adult 18 years of age or older with Renter on site for the duration of the event. Organizations shall designate, in writing to the City, an empowered representative of the organization to act on the organization's behalf as Renter, prior to use of the site. The Renter is responsible for all conduct of event attendees. This includes any damage, loss, breakage, or rule violations because of attendees' conduct.
- Do not drive or park motor vehicles on any concrete or grass surfaces outside of the parking lot.
- Cannabis, tobacco products (including vapes) are not allowed in park property/facilities.
- Glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium or confetti filled balloons, and/or pinatas are not allowed within the park building.
- No staking of any kind is permitted.
- Only painters' tape (blue tape) may be used to affix items. No scotch/masking/duct tape, push pins, putty, or thumbtacks are permitted. Any damage caused by affixing items or removing affixed items is the responsibility of the Renter.
- The use of pyrotechnics, open flames, or other combustible materials within the facility is strictly prohibited.
- Animals (other than service dogs) are not allowed in facilities.
- Glass is not allowed within Heritage Park Building, or any City of Corcoran Park.
- Beer, flavored malt/sugar beverages, cider, and wine are allowed within the park, provided they're packaged within their original, glass-free container.
- Kegs, barrels, case lot quantities, bulk tap quantities, and sale of any of these previously mentioned alcoholic beverages requires additional permitting (see Special Event Permit).
- A Special Event Permit and other City licensing or permitting may be required for a canopy/outside tent, alcohol sales, noise ordinance exceptions (amplified sound), food or beverage sales (including food trucks), and banners/signage.
- Renter is responsible for notifying the City of any Building issues (E.g., electrical, plumbing, etc.)
- The Renter must comply with all City of Corcoran Ordinances, Minnesota State Statutes, Federal Laws, and established rules for use of Heritage Park.
- Inflatables/Bounce Houses: City of Corcoran must be notified at least 2 full weeks prior to event and placement of inflatables must be approved by staff. No staking is permitted; Inflatable must be used to secure inflatables. \$2 million General Aggregate AND \$1 million Occurrence, and City of Corcoran listed as additionally insured is required. Rental company must be insured.

HERITAGE PARK BUILDING RENTAL AGREEMENT

RESERVATIONS

In order for your reservation to be guaranteed, City of Corcoran must have received the following three items from the Renter: Reservation payment, damage deposit, and completed/signed rental agreement. Your reservation allows you exclusive access to the Heritage Park Building, but Heritage Park is still open and available to the public during your event.

Residents can reserve dates up to 12 months prior to the event. Non-residents can reserve dates up to 8 months prior to the event. One-week long temporary holds will be placed on the preferred date to allow the Renter time to return payment, damage deposit, and paperwork.

Facility use will be limited to the specific reservation times listed on the rental; this includes all set-up and cleanup. If you wish to set up the day before or tear down/clean up the day after, then you must also rent out the Heritage Park Building for the additional set up/clean up day. Renters found to be exceeding their determined rental timeframe will be charged for additional time at 1.5x the hourly rental rate (i.e., a resident who exceeds the rental timeframe by 1 hour would incur an additional \$60/hour fee).

A \$350 damage deposit check is required at time of making a reservation for all rentals, including groups exempted from paying Rental Fees. Deposits are accepted by check only. Checks will be voided and shredded after the event if all terms of the agreement are met. Checks will be deposited by the City of Corcoran if any terms of this agreement are not met, with any unused funds returned to the renter.

CANCELLATION

By Renter: The Renter may cancel this Agreement by giving written notice to the City. If the notice is received thirty (30) days prior to the date of use, all fees paid to the City will be refunded to the Renter. If notification is received less than thirty (30) days but 72 hours or more prior to the scheduled date of use, 50% of the fees paid to the City shall be refunded to the Renter. If notification is received less than 72 hours prior to the scheduled use, no fees will be refunded to the renter.

By City: The City reserves the right to cancel this Agreement up to 72 hours prior to the Date of Use for any reason, or at any time for public safety reasons. In the event of cancellation by the City, the City will attempt to notify the Renter as soon as possible. All fees paid to the City shall be refunded if this Agreement is cancelled by the City pursuant to this paragraph.

NOTICE OF USE OF PRIVATE OR NON-PUBLIC DATA

As a part of the application process for use of Heritage Park, the City may collect certain data from you or your organization which is determined to be private or non-public data, as defined by the Minnesota Government Data Practices Act (Minn. Stat. Chapter 13). Any such data will be used by authorized City staff only for the limited purpose of processing your application. The provision of private or non-public data is voluntary, but refusal to provide requested application data may result in denial of the application.

COMPLIANCE WITH LAWS

The Renter must comply with all City of Corcoran ordinances, Minnesota State statutes, federal laws, and the established rules for use of Heritage Park.

I hereby certify that I have read, understand, and agree to follow the Rules and Regulations presented to me herein.

Signature of Applicant: _____ **Date:** ____/____/____

AGREEMENT TO IDEMNIFY, HOLD HARMLESS AND DEFEND

I, as Renter or representative authorized to bind an organization as Renter, understand that the use of Heritage Park is voluntary and that Renter is using it for Renter's benefit only. I understand that the use of Heritage Park is undertaken at Renter's own risk and that the City of Corcoran will not be liable for any claims, injuries, damages, fees, costs (including attorneys' fees) or liabilities of whatever nature (collectively "Claims") incurred or directly or indirectly caused by Renter, its members, guests, invitees, agents, contractors, assigns or other third parties. On behalf of Renter and its heirs, successors, and assigns, I expressly forever release and discharge the City of Corcoran and its agents, representatives, officials, and employees from any such Claims. I also agree to indemnify, hold harmless and defend the City from any Claims, arising out of or connected with my use of the Heritage Park. If Renter fails to do so, then the City may institute an action against the Renter and its heirs, successors, and assigns for recovery of all costs, including reasonable attorneys' fees, incurred by the City in enforcing this obligation.

I represent and agree that, on behalf of Renter, I have read, and I understand the rules and regulations regarding rental of Heritage Park. I certify that I am fully authorized and empowered to bind Renter to all terms of this agreement. I further understand that the City will not be responsible for providing supervision of the activities at the site and that the City reserves the right to cancel this permit and agreement for reasons of public safety or convenience, as set forth herein.

Signature of Applicant: _____ **Date:** ____/____/____

OFFICE USE ONLY

Processed by: _____ **Date:** ____/____/____

END OF RESERVATION CHECKLIST

Thank you for renting the Heritage Park Building. In order to ensure your damage deposit is returned to you, please ensure the following items are completed prior to leaving.

MAIN ROOM

- ☐ Removal all decorations, tape, string, and other materials
 - ☐ Wipe down tables
 - ☐ Wipe down chairs
- ☐ Return tables/chairs to their original layout (see below)
 - ☐ Sweep floors & clean any spills
- ☐ Bag all garbage/recycling; place in respective bins outside
 - ☐ Check all doors to interior are closed and secured

KITCHEN

- ☐ Wipe down countertops
- ☐ Clean out/wipe down refrigerator/freezer
 - ☐ Clean out/wipe down sinks
- ☐ Sweep floors & clean any spills
- ☐ Bag all garbage/recycling; place in appropriate bins

EMERGENCIES

IF THERE IS AN EMERGENCY ON THE DAY OF YOUR RESERVATION, PLEASE CALL:

ON CALL EMERGENCIES: 612-968-3038

- Significant property damage
- Unable to access building within schedule reservation window
- HVAC system/power failure (No heat/AC/power)
- Water leak

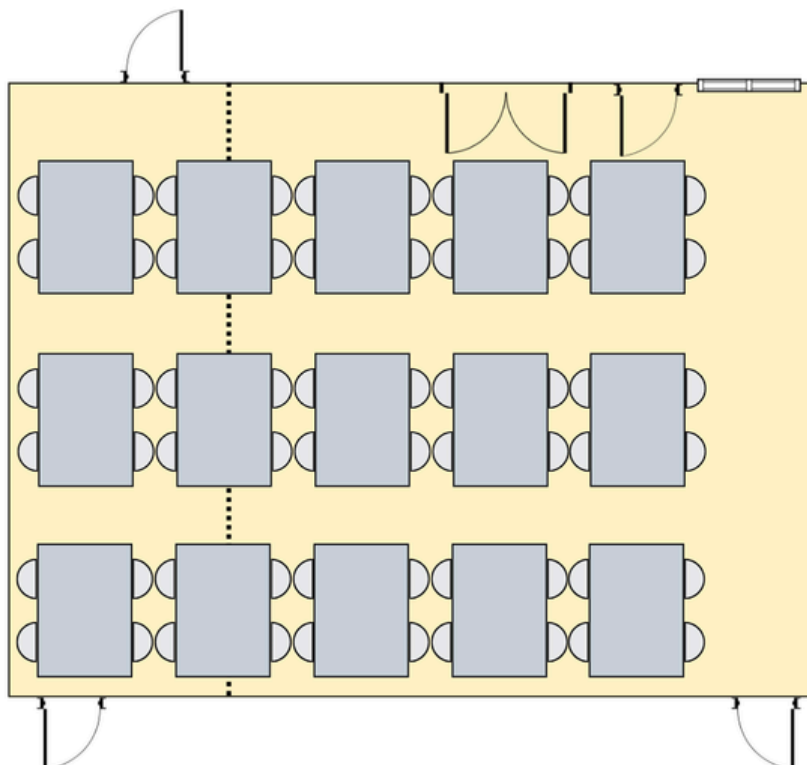
FIRE, MEDICAL, AND PUBLIC SAFETY EMERGENCIES:

PLEASE CALL 911

- Fire or smoke in the building
- Medical emergencies
- Public safety emergencies
- Gas leak or suspected gas odor

TABLE/CHAIR LAYOUT

Please return the tables and chairs to the original layout shown below:



Signature of Applicant: _____

Date: ____/____/____

FREQUENTLY ASKED QUESTIONS

- What are the hours for a full-day rental?
 - A full day rental is from 10:00 am – 10:00 pm. Renters looking to book additional hours before 10:00 am may do so at the hourly rate.
- How will I get into the rental space?
 - Building will unlock upon your rental time.
- What do I have to do before I leave?
 - Clean kitchenette amenities: Counters, sink, microwave, refrigerator/freezer.
 - Wipe down tables/chairs used and return to original layout.
 - Sweep floors and clean up any spills.
 - Bag all garbage/recycling and place in bins outside.
 - Remove all decorations, tape, string, and other materials brought in for event.
- Does the City provide tablecloths or coverings, and what are the dimensions of the tables?
 - The City does not provide tablecloths or coverings, but welcomes Renters to bring them in. Tables are 30" x 72".
- Do you allow alcohol in the Parks?
 - Beer, flavored malt/sugar beverages, cider, and wine are allowed within the park provided they're packaged within their original, glass-free container.
 - Kegs, barrels, case lot quantities, bulk tap quantities, and sale of any of the previously mentioned alcoholic beverages requires additional permitting (see Rules).
- What is provided in the kitchenette?
 - Sink, refrigerator, freezer, microwave, serving counter, electrical outlets.
- Are there grills in the park?
 - Yes, but they are included with the Pavilion rental and may not be available for use without also renting the Pavilion.
- What do you provide for technology?
 - We have 2 - 75" television with a connected HDMI cable and Wi-Fi.
- Can I drive on the path to drop off items or guests?
 - We have a strict policy and do not allow any motorized vehicles on our sidewalks or paths, as it is a safety issue.
- What is the capacity for the building?
 - Capacity of 72 seated with tables
 - Capacity of 100 seated presentation style
- Do I also get exclusive access to the playground, volleyball court, or any fields?
 - Exclusive access is NOT available for the playground.
 - The volleyball court and fields can be reserved for exclusive use.
- What do you have for parking?
 - 208 stalls (8 handicapped stalls; 4 handicapped stalls near the building). Parking is NOT limited to rental events and may have other uses occurring at the park.
- What number can I call if there is a critical issue during the reservation?
 - On-call emergencies: (612-968-3038)
 - Significant property damage
 - Unable to access the building
 - HVAC system failure (No heat/AC)
 - Power outage
 - Water leak
 - Fire, medical, and public safety emergencies: (PLEASE CALL 911)
 - Fire or smoke in the building
 - Medical emergencies
 - Public safety emergencies
 - Gas leak or suspected gas odor