

**CITY OF DUNDAS  
Pavilion Reservation Rental Application 2018**

Submit this Rental Application to City Hall at least 7 days prior to the event with payment.  
Please complete all items below. Incomplete applications will not be processed.

**DATE AND TIME OF RENTAL**

1. Day and Date of Event: \_\_\_\_\_ Event Hours: \_\_\_\_\_ to \_\_\_\_\_
2. Rental Cost:  Half Day Monday - Friday 7:00 am – 2:00 pm = **\$ 59.06** (\$55.00 + 4.06 tax)  
 Half Day Monday – Friday 3:00 pm – 10:00 pm = **\$ 59.06** (\$55.00 + 4.06 tax)  
 All Day /Saturday /Sunday 7:00 am - 10:00 pm = **\$102.00** (\$95.00 + 7.00 tax)
3. Security Deposit : **\$150.00** *The security deposit is paid separate by cash or check payable to City of Dundas. If any check is dishonored, the event will be cancelled by the City.*

**NOTE: "Rental Hours" includes the time needed for set up and clean up**

**RESPONSIBLE PERSON INFORMATION**

Name of Organization/Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

**EVENT INFORMATION**

Describe event and activities including any entertainment: \_\_\_\_\_  
 \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will food be served: \_\_\_\_ YES \_\_\_\_ NO Will there be music: \_\_\_\_ YES \_\_\_\_ NO

Will alcohol be served: \_\_\_\_ YES\* \_\_\_\_ NO **\*APPLICANT MUST COMPLY WITH ALL STATE AND LOCAL LAWS RELATING TO ALCOHOL**

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 for 2017 including parking restrictions (*copy attached*) and understand violation of any part of the policy/rules affects the return of the deposit.

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

**KEY** \_\_\_\_\_: Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_ Returned: \_\_\_\_\_

**City Only:** Rental Paid  Yes  No Deposit:  Check# \_\_\_\_\_  Cash | Return Deposit \_\_\_\_\_ Staff \_\_\_\_\_

\*\* Have a copy of this form with you as proof you have rented the shelter \*\*

**CITY OF DUNDAS**  
**MEMORIAL PARK PAVILION RESERVATION**  
**2018 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. It does not guarantee the cleanliness of the park as it is a public space. To secure a reservation the reservation form must be received within five (5) business days after reservation is requested along with payment of rental fee and deposit.

**Park Hours: 7 a.m. to 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.*

**Rental Key:** The park key is for access to the Pavilion and Pavilion bathrooms. Key is available at City Hall Monday thru Thursday for picked up one day before rental. Key for Friday thru Sunday rentals is picked up on Thursday as City Hall is closed on Fridays. Key and checklist must be returned to City Hall on the same day of rental by dropping off in the mail slot in front of City Hall at 216 Railway St N. Lost key is subject to replacement cost and any additional cost to secure the building.

**Cleanup: Bring your own 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 on the same day of rental at City Hall. All areas inside and outside the Pavilion building are to be cleaned. City personnel will inspect the area after each use of the Pavilion. Please report any damages or lack of cleanup by previous renter on the checklist form.

**Glass containers are not permitted in any City Parks;** 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. (see map)

**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 beer only is allowed (Metal or aluminum cans only). All other alcoholic beverages are not allowed. All beer cans are to be cleaned up from inside and outside the Pavilion. No serving of minor or sale of alcohol is allowed. **Consumption of alcohol is limited to the Pavilion shelter and an area within 25 feet 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 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; (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 responsible party will be billed for any excess expense. LOSS OF DEPOSIT WHEN GOING BEYOND THE RESERVED TIME (INCLUDES TIME TO CLEAN UP).

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

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