

# RECREATION SHELTER PERMIT



**CITY OF MILACA**  
255 1<sup>ST</sup> ST E  
Milaca MN 56353

(320) 983-3141  
(320) 983-3142 Fax  
[www.cityofmilaca.org](http://www.cityofmilaca.org)

**CALL CITY HALL PRIOR TO SUBMITTING PERMIT TO CONFIRM AVAILABILITY OF DATE(S)**

Date of Event: \_\_\_\_\_, 20\_\_\_\_\_

Day of Event:    Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

Time of Event: From \_\_\_\_\_ am/pm   To \_\_\_\_\_ am/pm

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

Address: \_\_\_\_\_  
City
ST
Zip

Daytime Telephone (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event: \_\_\_\_\_      Approx. # of People: \_\_\_\_\_

**If over 100 people, a Special Event Form may need to be completed.**

DESCRIPTION	X	RESIDENT FEE	NONRESIDENT FEE	TOTAL DUE
Lion's Shelter* <b>(Electricity)</b> Seating Capacity - 80	<input type="checkbox"/>	\$40.00	\$50.00	
Small Shelter – Seating Capacity - 24	<input type="checkbox"/>	\$40.00	\$50.00	
Roger Mathison Field	<input type="checkbox"/>	No Charge	No Charge	
East Ballfield	<input type="checkbox"/>	No Charge	No Charge	
New Shelter* <b>(Electricity)</b> Seating Capacity - 32	<input type="checkbox"/>	\$40.00	\$50.00	
Bandshell* <b>(Electricity)</b> <b>\$75.00 Deposit Required (Separate Check)</b>	<input type="checkbox"/>	\$40.00	\$50.00	
Wedding and/or Reception (Includes Band Shell, Lions Shelter and New Shelter)	<input type="checkbox"/>	\$150.00	\$200.00	
Gorecki Community Center <b>\$150.00 Deposit Required (Separate Check)</b>	<input type="checkbox"/>	Up to 4 Hrs \$40.00 Over 4 Hrs \$80.00	Up to 4 Hrs \$50.00 Over 4 Hrs \$100.00	
<b>TOTAL DUE</b>				

Fees are nonrefundable. Shelter(s) will not be considered reserved until fee is received at City Hall and permit is completed by office staff. A copy of this completed permit will be mailed back to you as your confirmation.

Method of Payment: Credit/Debit Card  
 Check  
 Cash

Confirmation # \_\_\_\_\_  
 Check # \_\_\_\_\_

**If paying by Credit Card on-line, please indicate Confirmation Number you receive upon transaction completion. This indicates payment accepted by your credit card company.**

IF INTOXICATING OR 3.2 MALT LIQUOR AND/OR WINE IS TO BE CONSUMED IN THE PARK AREA, PLEASE CHECK ALL THAT APPLY:

3.2 MALT LIQUOR     
  INTOXICATING BEER     
  WINE

BY SIGNING THIS PARK PERMIT I AGREE THAT MINORS WILL NOT BE CONSUMING ANY ALCOHOLIC BEVERAGE .

**PLEASE COMPLETE BACK PAGE**

Important Information to Know:

- Shelter is not considered reserved until this permit and nonrefundable fee is received at City Hall. Please make check payable to and mail to: City of Milaca, Attn: Deloris Katke, 255 1<sup>st</sup> St E, Milaca, MN 56353.
- Event organizers are responsible for cleaning and disposing of garbage into the garbage containers after event.
- Bring this permit with you the day of your event as proof that you have reserved the shelter. A copy of this completed permit will be mailed back to you as your confirmation.
- If using tablecloths, we strongly encourage use of the slide on clips. Please do NOT use staples, tape or tacks as they are hard to remove and cause the paint/stain to peel.
- **Alcoholic beverages are allowed in city park shelter IF INDICATED.**
- Park hours are 6 a.m. to 10 p.m. Music must end at 9:30 p.m.
- If police need to be contacted, please call (320) 983-6166 OR (320) 983-8257

Thank you for renting the band shell and surrounding area. We hope that your event is memorable. To make sure the facility and grounds are in good condition for your event, remain so for future events, and minimize the city’s costs in maintaining the property, we want to make you aware of the dos and don’ts for the use of the facility.

1. The State of MN requires a phone to be available in the lift in the event someone is in the lift and it fails. As the renter, you are responsible for the care of the phone. It will be given to you for use during the course of your reservation. Place the phone in the holder inside the lift and return the phone to city hall the next business day in order to receive the return of your deposit. The phone is to only be used for emergency calls and if the phone is used for anything but emergency calls, your deposit will be reduced by \$2.00 per minute of non-emergency use.
2. Should an emergency arise, the cell phone is programmed for contacting the Mille Lacs County Sheriff’s office. Simply click on “Contacts”.
3. The lift is only available for handicap accessibility. **The lift is not to be used to haul equipment or gear.**
4. You have a key for the electrical panel. Tape is placed on those breakers that you do not need to be concerned about. Please turn off non-taped breakers at the conclusion of your event.
5. There is power in Lion’s and New shelters. The breakers have limited power. Please use care in plugging in multiple cookers or crock pots.
6. Parking on the grass is not permitted. Any car fully parked on the grass will be subject to a parking ticket. It is the event organizer’s responsibility to make the attendees aware of this rule.
7. **Any cars being unloaded must remain on paved areas during unloading and under no circumstances shall vehicles be permitted on the paver stone walkway and concrete area in front of the band shell.**
8. If a deposit is required, this must be paid at the time the key(s) and/or cell phone are picked up at city hall. Deposit will be returned upon receipt of keys, cell phone (usage checked) and if no damages were done.

I, the undersigned, hereby agree to the above listed information and agree to abide by all rules and regulations of city ordinance. I further agree to release and discharge the City of Milaca, 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 reserving and using the shelter may have against the City of Milaca for all personal injuries, death or property damage that may arise out of the reservation and use of the City of Milaca’s shelters and parks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Payment Received:	Date Copy of Form Sent to Event Organizer:
Cash or Check #	Initials of Staff Receiving Payment:
Credit Card or Debit Card	Receipt #
Alcohol Permit:            Yes            No	Key #:
Deposit Paid:	Date Deposit Refunded: