

# REINEKE OR RIVERVIEW 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: \_\_\_\_\_

Please indicate which shelter(s) in the appropriate park that you would like to reserve:

REINEKE PARK	X	RESIDENT FEE	NONRESIDENT FEE	TOTAL DUE
Civic Shelter* <b>(Electricity)</b>				
Seating Capacity - 28		\$50.00	\$75.00	
Fitzpatrick Shelter – Seating Capacity - 20		\$50.00	\$75.00	
East Shelter - Seating Capacity - 38		\$50.00	\$75.00	
<b>TOTAL AMOUNT TO BE PAID</b>				\$

RIVERVIEW PARK	X	RESIDENT FEE	NONRESIDENT FEE	TOTAL DUE
Main Shelter – Seating Capacity - 32		\$50.00	\$75.00	
Wedding Event (Reserves entire park)		\$60.00	\$150.00	
<b>TOTAL AMOUNT TO BE PAID</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.**

**PLEASE COMPLETE BACK PAGE**

IF INTOXICATING OR 3.2 MALT LIQUOR AND/OR WINE IS TO BE CONSUMED IN THE SHELTER 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 .

**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
- For after hour assistance with the shelter, please call PW/Parks at 320-492-8248.

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.

Reservations made more than a year in advance may be subject to a rental rate increase. Should this occur, I will be notified of the increase and given the option to pay difference in rental rate, or, cancel reservation with full refund.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**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	Notes