

# PAVILION RESERVATION FORM

Reservation Date: \_\_\_\_\_ (Available: May 1 – October 31-weekends, holidays)

## Veterans Memorial (North) Park

Rental Fee: \$40.00 / section indicated below (Note: Entire East shelter is \$80.00) / block of time

Hours: 10:00 A.M.-3:00 P.M.

Hours: 3:30 P.M.-8:30 P.M.

West Pavilion \_\_\_\_\_

West Pavilion \_\_\_\_\_

North ½ East Pavilion \_\_\_\_\_

North ½ East Pavilion \_\_\_\_\_

South ½ East Pavilion \_\_\_\_\_

South ½ East Pavilion \_\_\_\_\_

## Lions Park

Rental Fee: \$20.00 / block of time (Note: Entire day will be \$40.00)

Hours: 10:00 A.M.-3:00 P.M.

Hours 3:30 P.M.-8:30 P.M.

Lions Park Pavilion \_\_\_\_\_

Lions Park Pavilion \_\_\_\_\_

Total Due: \$ \_\_\_\_\_ (C.H. staff: Indicate date paid \_\_\_\_\_)

Pavilion users are reminded that they are responsible for picking up and for disposing of all garbage that is created by them in the trash receptacles that are provided in the park.

**The card indicating your reservation date and time must be present at the pavilion on the day of your event.**

Name of Applicant / Group \_\_\_\_\_

Phone Number of Applicant /Contact Person \_\_\_\_\_

Address of Applicant \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_

Kasson Parks and Rec Department  
Kasson City Hall  
Attn: Jan  
401 5th St SE  
Kasson MN 55944  
Phone (507) 634-7071 Fax (507) 634-4737

## **POLICY FOR RESERVING PARK PAVILIONS**

Pavilions may only be reserved on Saturdays, Sundays and the following holidays that may fall on a week day: Memorial Day, Independence Day and Labor Day. Reservations for the pavilions will be taken from May 1<sup>st</sup> through October 31<sup>st</sup>. No reservations will be taken for Festival in the Park weekend.

Hours for reserving the pavilions will be in blocks of time between 10:00 A.M. to 3:00 P.M. and 3:30 P.M. to 8:30 P.M.

A rental fee will be charged at a rate set by resolution of the City Council. NO REFUNDS will be allowed.

Reservations will be effective upon the receipt of the signed Pavilion Reservation Form along with the required fee.

Reservations may be made up to one year in advance.

The West Pavilion will be furnished with 14 seven-foot long tables.

Each half of the East Pavilion will be furnished with 14 seven-foot long tables.

The Lions Park Pavilion will be furnished with 12 seven-foot long tables.

No park tables can be added to or taken from the shelter. Any extra tables from the park will be set up outside of the pavilion building.

The party making the reservation will be given a card designating the date, the hours and the pavilion that they have reserved. **THIS CARD SHOULD BE PRESENT AT THE PAVILION ON THE DATE OF THE EVENT.**

The Parks and Recreation Department will notify Kasson Police Department of the rental schedules. Any disputes or questions arising over rentals shall be directed to the Kasson Police Department. A phone number will be provided on the card.

Pavilion users are responsible for picking up and disposing of all garbage that is created by their group in the trash receptacles that are provided in the park.