



City of Baxter

PO Box 2626
13190 Memorywood Drive
Baxter, MN 56425
Phone (218) 454-5100, Fax (218) 454-5103
www.baxtermn.gov

Thank you for your interest in the **Eagle's Loren Thompson Memorial Park** for your gathering. To reserve the pavilion, a rental fee is required:

Monday through Friday \$55.00 + \$4.33 sales tax 7.875% = \$59.33
Saturday and Sunday \$80.00 + \$6.30 sales tax 7.875% = \$86.30
Cancellation Fee \$15.00 (must cancel by Noon previous business day)

Please note: consumption of alcoholic beverages is not permitted. (Ref. 3-3-9 of City Code) You are responsible to ensure that there is no damage to the park facilities. The grounds must be left clean. We cannot reserve the ball fields or recreational areas, therefore, other areas of the park may be in use so please be respectful of others.

If you reserve the kitchen facility, the Parks staff will have it cleaned and unlocked so you will not need a key to enter the area. Park hours are 6:00 a.m. – 10:00 p.m. Bathrooms are normally open 7:00 a.m. to 8:30 p.m. from May 1-October 31, weather permitting. The kitchen closes at 8:00 p.m. Before leaving, **Please LOCK the door handle from inside and turn lights off.**

Bouncy houses require renters to provide a certificate of insurance that lists the City as an additional insured to be submitted with this form. (Rental of park pavilion is required to set up bouncy house in City parks which will be marked by staff.)

If you have problems with the park facilities during your rental time, please contact City Hall at (218) 454-5100 if it is during regular business hours. **If after hours**, please contact Alex, Parks Supervisor, at (218) 513-9504, or the Baxter Police Department at (218) 454-5090.

Please complete the following and sign the form to indicate that you understand our policy. **Return this form to City Hall with the rental fee.** Please note: there will be a \$15.00 reservation cancellation fee deducted from any refund requested. Must be cancelled by Noon on the previous business day to receive a refund.

Name _____ Phone _____

Address _____

Group(if any) _____ How many? _____

Date _____ Time: from _____ to _____

Pavilion to be reserved: (check what you will use – same price for all)

_____ Pavilion (seats 50 – 75 & has electricity)

_____ Kitchen facility (includes stove, refrigerator & sink) Parks staff will have it cleaned and unlocked so you will not need a key to enter the area. Before leaving, **Please LOCK the door handle from inside and turn lights off. See reverse side for more information**

Signature _____

OFFICE USE	
Date paid _____	Receipt # _____
Date Information on Parks outlook calendar _____	

Loren Thompson Park – (9 Acres)

1 Pavilion	Seats 50 -75 (with outdoor electrical outlets)
Picnic Tables	8 Small (Seats 80)
1 Grill	16" x 24"
Kitchen Facility	Has Electricity, Hot & Cold Water sink, small countertop, 4 Burner Electric Stove with oven, & Refrigerator
Water Fountain	
Rest Rooms	
Playground Equipment featuring:	
	Swing Set
	Slide
	Play Structure
Softball Field -	200' Outfield Fence
Bike/Pedestrian Trail Access	
Bike Rack	
Warming House	
Hockey Rink & Rec./Skating Rink	
Tennis Court	
Basketball Court	