



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 **Oscar Kristofferson (Baxter City) 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 deadbolt from inside on SOUTH door, turn lights off and exit through the NORTH door.**

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? _____

Reservation Date _____ Time: from _____ to _____

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

_____ Pavilion (seats approximately 200, **has electricity-on when rented**)

_____ 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 deadbolt from inside on SOUTH door, turn lights off and exit through the NORTH door.** Parks staff will have it cleaned and unlocked so you will not need a key to enter the area. **See reverse side for more information.**

Signature _____

OFFICE USE

Date paid _____

Receipt # _____

Information on Parks calendar _____

1 Pavilion Pavilion Seats approximately 200 (w/ electrical Outlets, available/working only when rented)

Picnic Tables 15 Small (Seats 80)
4 Large (Seats 56)
2 Outside (Seats 20)
4 Benches (8' Around Play Area)

2 Grills 16" x 24" each

Kitchen Facility Has Electricity, Hot & Cold Water, Sink, small counter top, 4 Burner Electric Stove with oven, Refrigerator & Chest Freezer

Water Fountain

Rest Rooms

Playground Equipment featuring:
Swing Set
Slides
Play Structure

3 Baseball Fields 1 Baseball – 275' Outfield Fence
1 Baseball – 240' Outfield Fence
1 Baseball – 200' Outfield Fence

1 Softball Field 185' Outfield Fence

Warming House

Hockey Rink & Rec./Skating Rink

Bleachers on Fields

2 Volleyball Courts (with Nets)

2 Tennis Courts

Internal Bike/Pedestrian Trails