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 **Whipple Lake Recreation Facility** for your gathering. To reserve the pavilion &/or Kitchen, a rental fee is required.

Monday through Friday	$50.00 + $3.94 sales tax 7.875% = $53.94
Saturday and Sunday	$75.00 + $5.91 sales tax 7.875% = $80.91
Cancellation Fee	$10.00 (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 other 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.**

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 Roy, Parks Supervisor, at (218) 839-1761, 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 $10.00 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(s) to be reserved: (check all that apply)
_____ Pavilion (has electricity)
_____ Kitchen facility in the pavilion (includes oven/stove, refrigerator & sink) 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 _____

Whipple Lake Recreation Facility Ammenities:

1 Pavilion with picnic tables that seats 70-80
Including:
(8) 8 ft picnic tables and
(2) 10 ft picnic tables (handicapped accessible)

1 Grill (16” x 24”)

Kitchen Facility - Has Electricity, Hot & Cold Water, 4 Burner Electric Stove/Oven, Sink, Small Countertop & Refrigerator

Water Fountain

Rest rooms with changing area

2 Rinse off Stations

Playground Equipment Featuring:
Swing Set
Slide
Play Structure

Swimming Beach with Park Attendants (seasonally on duty from 11am to 8pm, Monday through Saturday and from 12 pm to 8pm on Sunday, weather permitting)

Fishing Pier

Boat Landing & Dock

Bike Rack

Bike/Pedestrian Trail Access