



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 \$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 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.**

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 \$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 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