City of Baxter-2026
13190 Memorywood Drive
Baxter, MN 56425
Phone (218) 454-5100 for available dates/times
www.baxtermn.gov

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

Monday through Friday	$70.00 + $5.51 sales tax 7.875% = $75.51
Saturday and Sunday	$110.00 + $8.66 sales tax 7.875% = $118.66
Cancellation Fee	$25.00 (must cancel by noon 5 business days prior to receive a refund)

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. Rental times can be scheduled between 9:00 a.m. and 8:30 p.m. Bathrooms are normally open 8:00 a.m. to 8:30 p.m. from May 1-October 31, weather permitting. Before leaving, **please turn the 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**. Only cash or check payments are accepted for park rentals. Please note: there will be a $25.00 reservation cancellation fee deducted from any refund requested. Reservation must be cancelled by noon five business days prior to receive a refund.

Name _____ Phone _____

Address _____

Event/Group _____ How many? _____

Reservation Date _____ Time: from _____ to _____

Pavilion to be reserved: (check all you will use – same price for all)
_____ Pavilion (seats approximately 80-85 & has electricity-on when rented)
_____ Kitchen facility (includes electricity, 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 turn the lights off. See reverse side for more information.**

Signature _____

OFFICE USE

Date paid _____ Receipt # _____

Information on Parks Outlook calendar _____

Email Receipt to:_____

Eagle's Loren Thompson Memorial Park Amenities:

1 Pavilion — Seats approximately 80-85 (with outdoor electrical outlets, available/working only when rented)

Includes: 1 Small 8' Table (Seats Approx. 8)
5 Large 10' Tables (Seats Approx. 12 each/60 total)
2 ADA Tables (Seats Approx. 9 each/18 total)

1 Charcoal Grill 16" x 24"

Kitchen Facility — Has electricity, hot & cold water, sink, small countertop, 4 burner electric stove with oven, & refrigerator.

NON-Reservable (open to the public):

Additional picnic tables **NOT** under the pavilion

Playground Equipment Featuring:
Swing Set
Slide
Play Structure

Water Fountain

Rest Rooms

Softball Field - 200' Outfield Fence

Tennis Court

Basketball Court

Pickleball Court

Bike/Pedestrian Trail Access

Bike Rack

Warming House

Hockey Rink & Rec./Skating Rink