

ALLISON PARK

RENTAL AND GENERAL USE INFORMATION

Purpose:

The City of Warroad provides the use of its public facilities for meetings, celebrations, dinners, etc. Fees may be charged for use of the spaces dependent on the user group and nature of the event. Contact the Warroad City Office for a fee schedule and information with regards to reserving a facility (218-386-1454).

*** * * Please Note:**

1. Requests are filled on a first-come, first-served basis.
2. All checks shall be made payable to the City of Warroad.
3. Renters may access the facility starting at 8:30 a.m. All evening events must be indoors by 11:00pm, end by 12:00 a.m. (midnight), and the facility must be vacated by 1:00 a.m.
4. The Warroad Community Park Pavilion is not staffed – a key must be picked up at the City Office as directed at the time of rental.
5. The key must be returned within 48 hours after rental.

Rental Fee Information:

- To reserve your date, payment of 50% of the rental fee is required at the time of application.
- Remaining rental fee is due prior to the event.

	<u>City of Warroad Resident</u>	<u>Non-Resident</u>
1. Large Event (greater than 50 people) (Includes use of gazebo)	\$250	\$325
2. Private or For-Profit Organizations (fewer than 50 people)	\$100.00 (full-day) \$ 50.00 (4 hrs or less)	\$125.00 (full-day) \$ 65.00 (4 hrs or less)
3. Non-Profit Organizations	\$ 50.00 (full-day) \$ 25.00 (4 hrs or less)	\$50.00 (full-day) \$25.00 (4 hrs or less)
4. Gazebo Rental	No Fee (less than 2 hrs) \$20.00 (4 hrs or less) \$50.00 (full-day)	No Fee (less than 2 hrs) \$25.00 (4 hrs or less) \$65.00 (full-day)

Damage:

Damage fees will be charged as follows:

Cleaning	\$35 per hour (minimum), plus tax
Tables	\$125 each, plus tax
Chairs	\$65 each, plus tax
Unreturned keys	\$250, plus tax
Other items	To be determined based on replacement cost, plus tax

Use and Conduct:

- Use of the Pavilion, Amphitheater and Gazebo are limited to events appropriate for the construction and design of the facilities. The rooms shall not be used for activities which are more suited to a gymnasium or other more durably constructed facility.
- All users are responsible for damages to the building as a result of any activity or event held there. Users are also responsible for clean-up of the facility and the surrounding grounds.
- Users shall comply with all City Ordinances, Minnesota State Statutes, Federal Laws and the established rules for use of the Warroad Pavilion, Amphitheatre, and Gazebo. Disorderly conduct of participants is prohibited, and any person whose conduct is unbecoming may be removed by law enforcement.

Events with Alcohol:

- Alcohol is prohibited on the premises unless specifically approved by the City as part of the Rental Agreement. This approval may take up to 45 days to obtain and no exceptions will be granted.
- If alcohol is approved by the City to be served at the Event, it shall not be sold unless sold by a licensed caterer or provider with a valid liquor license and proof of required insurance coverage naming the City as an additional insured (see Liability Insurance section). Copy of license and insurance must be provided to the City Administrator's office at least 30 days prior to the event.
- The User must have adequate procedures in place to ensure that no one under the age of 21 is served, nor consumes alcohol, and to ensure that no one is served alcohol in an amount to cause intoxication.
- The serving or consumption of alcohol must end one hour prior to the end of the event.
- If the Renter is found to have violated the alcohol policy as stated above or had not received prior approval for alcohol at the Event, the City shall immediately terminate the Event and declare the Renter in breach of the Rental Agreement.

Insurance Requirements:

- A Certificate of Liability insurance is required for all Large Event Rentals. The City, in its discretion may require any Full Day Rentals to provide a Certificate of Liability Insurance which meets the requirements below.
- \$1,000,000 minimum coverage per occurrence.
- Your Certificate of Liability Insurance copy is to be received by the City Administrator at least 30 days prior to the event.
- The certificate provided by the event organizer shall indicate the name and date of the event, along with providing its location at 611 Lake St. NE, Warroad, MN. The City shall be named as an additional insured on the certificate.
- The insurance policy must be issued by an insurance company licensed to do business in the State of Minnesota.
- Insurance shall cover liability for injury, death and property damage, including coverage for alcohol-related claims.
- If a liability insurance policy cannot be obtained privately by the organizer, the organizer shall purchase a Tenant User Liability Insurance Program (TULIP) policy offered through the League of Minnesota Cities Insurance Trust (or similar policy) and name the City of Warroad as an additional insured. The typical cost of a TULIP policy for a wedding reception where alcohol is consumed would be approximately \$140, but may vary depending on specifics of event. See attached information sheet.
- If alcohol will be served, the liability coverage must include host liquor liability coverage.
- If alcohol is sold, in addition to general liability insurance, liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence must be provided with the city added as an additional insured.

Decorations:

- Decorations are allowed, but limited to items that do not physically mar any finished surfaces of the structures. NO TACKS, TAPE, OR OTHER ADHESIVE SHALL BE PLACED ON THE WALLS/CEILINGS OR OTHER INTERIOR SURFACES – IT WILL PULL THE PAINT OFF THE WALLS OR DAMAGE THE FINISH. (USERS WILL BE CHARGED A MINIMUM \$25 DAMAGE FEE FOR ANY INTERIOR DAMAGE CAUSED BY TAPE OR OTHER ADHESIVES).
- Other decoration items that cannot be easily cleaned and removed shall also be prohibited from the structures (GLITTER, SMALL CONFETTI, RICE, ETC.).
- The City also prohibits the use of hazardous materials, explosives, pyrotechnics or open flames (TORCHES, OTHER FIRES) within the buildings. Candles completely contained within a glass bowl or other suitable fire resistant containers may be used with prior approval.

Cleaning:

- All spaces used, including the surrounding grounds, should be left in a clean and orderly fashion (including the bathrooms). Renters are responsible for removing all personal belongings and decorations – a complete list of responsibilities can be found at the end of this packet on the Checkout Form.
- It is suggested that you do not serve liquids that may stain easily, i.e., red Kool-Aid, that may easily stain tables and other surfaces. Table cloths should be used to prevent stains on tables.

Smoking:

- Pursuant to the Minnesota Clean Indoor Air Act, the Pavilion and Amphitheatre are smoke-free facilities and by order of the City Council, the entire Allison Park grounds are smoke-free.

Parking:

- No parking is allowed in front of surrounding residential houses or areas which would prohibit local residents from accessing their property.

Noise:

- Please be courteous to those residents that live in the area.
- Overhead doors must be closed at 11:00pm and outside noise kept to a minimum.

Refund Policy:

- A full refund of fees paid, less a \$25 processing fee, will be given if the event is cancelled MORE than 30 days from the scheduled date. NO REFUND for events cancelled within 30 days of the scheduled date.

Facility Capacity / Tables / Chairs:

- The Pavilion has a maximum capacity of 200 people. Tables and chairs (for inside use only) are available at no extra cost. There are 25 - 8' rectangle tables and 225 folding chairs.
- Any broken or damaged tables or chairs should be brought to the attention of city staff. TABLES AND CHAIRS ARE NOT TO BE TAKEN OR USED OUTSIDE THE PAVILION.

Serving Area:

- The Pavilion is equipped with a service area containing a fridge, counter space, and a sink. Users may provide their own food and beverages or utilize a professional caterer.
- The kitchen is a staging kitchen only and all food shall be brought in prepared and ready to serve. All excess food and beverages from an event must be removed from the kitchen following the event.
- All furnishings and fixtures shall be cleaned and wiped down after use, and all items removed.

Entrance and Doors:

- Doors should not be "propped" open and left unattended. All emergency exit doors (any door with a sign indicating an exit) must be kept clear of obstructions in case of emergency.

Key Pickup and Return:

- The key to get into the Pavilion must be checked out and picked up at the City Office during business hours between 8:30 a.m. – 5:00 p.m. M-Th, and 7:30 a.m. – 1:00 p.m. Friday on the dates designated. The key will not be checked-out on Saturday or Sundays. If you do not pick up the key during business hours on the designated days leading up to your reservation, your reservation will be determined cancelled by you, the Renter, and no rental refund will be issued.
- The key must be returned to the City Office during business hours within 48 hours of the rental.

Assignment:

- The applicant shall not assign, transfer or sublet their use permit for the pavilion, amphitheater or gazebo to another organization without the permission of the City of Warroad.

Reservation Timeline Summary:

- ***Reservations cannot be made before the first of the year in which the event takes place.***
- Fill out rental application and return with deposit and 50% of rental fee. (If writing a check, two separate checks are required; one for the security deposit, and one for the rental fees.)
- 30 days prior to event date, pay remaining 50% of rental fee and provide certificate of insurance if required.
- No refunds if cancelled within 14 days of the event.
- Day before or day of event, pick up key from City Office.
- Within 48 hours of event conclusion, return key to City Office along with completed Checkout Form.
- City will inspect facility and return damage deposit, if satisfactory.

TULIP: Tenant User Liability Insurance Program

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at:

www.onebeaconentertainment.com.

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit or contact Susan Kludjian at www.onebeaconentertainment.com or (978) 661-6662; or Christine Mitchell at (978) 661-6857.

Get a Quote or Purchase TULIP coverage:

Step 1:

Visit www.onebeaconentertainment.com. Click on PURCHASE OR QUOTE on the right side of screen.

Step 2:

Enter...Facility/Venue ID Code

0501-875

Don't have a code? Enter your city's name in the search box, then select your state and city from the drop-down list (this information will be preceded by "National League of Cities").

Step 3:

Describe event or activity
Select from drop-down menu. Click next.

Step 4:

Get your quote
Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready
A credit card is required.

Protect yourself
and your guests
with TULIP coverage

* Exclusions apply if known attendance is greater than 5,000 people prior to the event.

