



**Parks Pavilion**  
**Application/Agreement**  
 City of Circle Pines Parks Department  
 200 Civic Heights Circle  
 Circle Pines, MN 55014  
 763-784-5898  
 www.circlepinesmn.gov  
 email: cityhall@circlepinesmn.gov

Office Copy  
 Email Pavilion Copy  
 Police Dept. Copy

**USER INFORMATION**

Group/Individual: \_\_\_\_\_

Person Responsible for Rental: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

**EVENT INFORMATION**

Park: \_\_\_\_\_ Shelter/Pavilion: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Period: \_\_\_\_\_ Number of People: \_\_\_\_\_  
 (including set-up and take-down)

Will there be alcoholic beverages on site? \_\_\_\_\_ If yes, what is your birth date? \_\_\_\_\_ Please be aware that if police are called to your event, your deposit will not be returned.

Will there be amplified sound? \_\_\_\_\_ Please be aware that if the amplified sound generates a police call, your deposit will not be returned.

Do you intend to erect additional canopies or temporary structures? \_\_\_\_\_ Do NOT use stakes as irrigation lines run throughout the park.

Restrooms at Golden Lake Park are typically open mid-June through mid-August, from 11 a.m. to 8 p.m. If your event is scheduled before or after these dates/times, you may need to check out a key at city hall (Mon. through Fri. 8 a.m. to 4:30 p.m.). Will you be requesting a key for your event? \_\_\_\_\_ If key is not returned, your deposit will not be returned.

Extra trash bags are available at the bottom of the trash cans if needed. If you empty a trash can, please secure the filled bag and place it beside the can.

*I have read and understand all information pertaining to this application/agreement, and have received and understand the City of Circle Pines Park and Pavilion Regulations listed on the back of this application/agreement.*

Deposit to be returned \_\_\_\_\_ / shredded \_\_\_\_\_.

\_\_\_\_\_  
 Signature Date

OFFICE USE ONLY	
Rental fee: _____	Deposit amt.: _____
Date paid: _____	
Check resident or Copy non resident Driver's License <input type="checkbox"/>	
Gave Applicant Park User Regulations <input type="checkbox"/>	
Confirmed pavilion left in good condition: _____	
Key returned _____	
Deposit by check _____ / credit card auth. _____ was returned _____ or shredded _____	
on _____ (date) by _____ (initials).	



# City of Circle Pines Park User Regulations

## Park and Pavilion Regulations

1. Park Hours: Parks are open from sunrise to sunset.
2. You are responsible for clean-up after your event. Please clean the tables and place refuse and recyclable materials in the appropriate containers. **NO CONFETTI OR SILLY STRING.** If you fail to clean up after your event or cause damage to the facility by your group, you will lose your rental deposit.
3. Noise regulations apply to all activities on city property. Amplified sound and parties should not be plainly audible to neighboring residents. (See City Code Section 730.01 Noises Prohibited.) You are responsible for the noise level and the conduct of the individuals in your group. If the police are called during your event, you will NOT receive your rental deposit back.
4. Beer and wine are permitted in and within 50 feet of the shelter in limited quantities. "Hard liquor" is not permitted. No glass containers are allowed. No person shall be under the influence of any intoxicating liquor or 3.2% beer or malt liquor in the park.
5. No person in any public park or ground shall engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct, or behavior tending to a breach of the public peace.
6. An additional fee will be charged to you if the size of the group exceeds the number attending indicated in the use permit.
7. An additional fee of \$25 will be charged for changing the date of your rental.
8. You can receive up to an 80% refund on your event if it is cancelled 14 days or more before its scheduled date, otherwise no refund can be issued.
9. Age requirement to rent is 21 years of age or older.
10. If you intend to erect additional canopies or temporary structures, do NOT use stakes as irrigation lines run throughout the park.
11. No person shall build a fire in any place in any public park.
12. No person shall possess or discharge any fireworks in any public park or public grounds.
13. No person shall remove, deface, destroy, diminish, or impair the value of public property located on or within any public park or public grounds, including buildings, structures, trees, shrubs, grass, vegetation, signs, tables, benches, fireplaces, trash receptacles, notices, or placards, boundary markers or fences, or any other public property. No person shall climb on any building and/or any non-play structure in any public park or public grounds.

**Please retain a copy of this Application/Agreement with you during your event.**