



City of Baxter

13190 Memorywood Drive
Baxter, MN 56425

Phone (218) 454-5100, Fax (218) 454-5103
www.baxtermn.gov

Thank you for your interest in **Berrywood Park** for your gathering. To reserve the pavilion, a rental fee is required.

Monday through Friday	\$65.00 + \$5.12 sales tax 7.875% = \$70.12
Saturday and Sunday	\$100.00 + \$7.88 sales tax 7.875% = \$107.88
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.

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.

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. **See reverse side for more information.**

Name _____ Phone _____

Address _____

Group (if any) _____ How many? _____

Reservation Date _____ Time: from _____ to _____

The pavilion reserved has electricity-on when rented. Seats approximately 45-50.

Signature _____

OFFICE USE

Date paid _____ Receipt # _____

Information on Parks Outlook calendar _____

Berrywood Park Amenities:

- 1 Pavilion Seats approximately 45-50 (with outdoor electrical outlets, available/working only when rented) **No kitchen at this facility.**
- Includes: 4 Small 8' Tables (Seats Approx. 8 each/32 total)
 2 ADA Tables (Seats Approx. 9 each/18 total)
- 1 Charcoal Grill 16" x 24"

NON-Reservable (open to the public):

Additional picnic tables **NOT** under the pavilion

Playground Equipment featuring:

- Swing Set
- Slide
- Play Structures

Water Fountain

Rest Rooms

1 Ball Field – 275' Outfield Fence

1 Tennis Court

1 Basketball Court

Bike/Pedestrian Trail Access