



**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 **Oscar Kristofferson (Baxter City) Park** for your gathering.

To reserve the pavilion and/or kitchen, 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.

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 LOCK the deadbolt from inside on the SOUTH door, turn the lights off and exit through the NORTH door.**

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 \_\_\_\_\_

Group (if any) \_\_\_\_\_ How many? \_\_\_\_\_

Reservation Date \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Pavilion to be reserved: (check all you will use – same price for all)

\_\_\_\_\_ Pavilion (seats approximately 210-220 & 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 LOCK the deadbolt from inside on SOUTH door, turn the lights off and exit through the NORTH door. See reverse side for more information.**

Signature \_\_\_\_\_

**OFFICE USE**

Date paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Information on Parks Outlook calendar \_\_\_\_\_

## **Oscar Kristofferson Park – (Baxter City Park – 15 Acres)**

- 1 Pavilion                      Seats approximately 210-220 (with outdoor/indoor electrical outlets, available/working only when rented)
- Includes:    12 Small 8' Tables (Seats Approx. 8 each/96 total)  
                        8 Large 10' Tables (Seats Approx. 12 each/96 total)  
                        3 ADA Tables (Seats Approx. 9 each/27 total)
- 2 Charcoal Grills 16" x 24" each
- Kitchen Facility                Has electricity, hot & cold water, sink, small countertop,  
   4 burner electric stove with oven, refrigerator & chest freezer

### **NON-Reservable (open to the public):**

Additional picnic tables **NOT** under the pavilion

4 Benches (8' Around Play Area)

Playground Equipment Featuring:

   Swing Set  
   Slides  
   Play Structure

Water Fountain

Rest Rooms

3 Baseball Fields    1 Baseball – 275' Outfield Fence  
   1 Baseball – 240' Outfield Fence  
   1 Baseball – 200' Outfield Fence

1 Softball Field    185' Outfield Fence

2 Volleyball Courts (with Nets)

Internal Bike/Pedestrian Trails

Warming House

Hockey Rink & Rec./Skating Rink