

BAXTER



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 **Whipple Lake Recreation Facility** 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 other 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 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 95-100 & has electricity – on when rented)

_____ Kitchen facility in the pavilion (includes oven/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 _____

Whipple Lake Recreation Facility Amenities:

1 Pavilion Seats approximately 95-100 (with electrical Outlets, available/working only when rented)

Including: 6 Small 8' Tables (Seats Approx. 8 each/48 total)
 3 Large 10' Tables (Seats Approx. 12 each/36 total)
 2 ADA Tables (Seats Approx. 9 each/18 total)

1 Charcoal Grill 16" x 24"

Kitchen Facility - Has electricity/outlets, hot & cold water, 4 burner electric stove/oven, sink, small countertop & 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 with changing area

2 Rinse off Stations

Swimming Beach with Park Attendants (seasonally on duty from 11am to 8pm, Monday through Saturday and from 12 pm to 8pm on Sunday, weather permitting)

Fishing Pier

Boat Landing & Dock

Bike Rack

Bike/Pedestrian Trail Access