

2020 CROSSLAKE PARKS AND RECREATION PICNIC SHELTER GUIDELINES

REVISED 2011

RESERVATION POLICIES

1. Rental fee is \$30 per day. (It is recommended that groups of 10 or more make a reservation at the Community Center Office)
2. Alcohol is allowed only with a valid beer/wine permit. (Applications must be filled out 14 days in advance of reservation).
3. In addition to the rental fees specified, **a separate check** in the amount of **\$50.00** is required for the cleaning/damage deposit.
4. Groups that would like to utilize the restrooms and the kitchen can do so by making a key deposit. A deposit of \$50 is required for each key. Failure to return these keys within 7 days will result in the loss of the key deposit. **The deposits must be made with two separate \$50 checks.** A key may be picked up or dropped off during the regular Community Center hours.
5. Reservations will not be accepted without the required deposits and rental fee. Reservations must be made 14 days in advance. The Park and Recreation Director reserves the right to make exceptions to the 14 day reservation requirement.
6. Cancellations must be made 7 days in advance of the scheduled reservation date. Failure to do so will result in the loss of the rental fee. **Permits and reservations are not transferable.**
7. Every group using the facility must have adult leadership at least 21 years of age. The individual whose name appears on the reservation form will be considered responsible for the groups conduct while using the facility. Any special supervision needed shall be supplied by the applicant as requested by the Park and Recreation Director. However the Park Department reserves the right to assign a supervisor/and or custodian when appropriate, the cost of the assigned supervisor or custodian will be paid by the group renting the facility.

Indemnification/Hold Harmless:

To assure the city is indemnified and protected from liability claims that may arise out of activities sponsored by a third party, indemnification/hold harmless statements and or insurance certificates may be required, and if so, must be received from sponsors 30 days prior to the scheduled event. Indemnification and insurance is required of reservation groups if:

1. Groups will have special apparatus or equipment that presents unusual risk.
2. Groups are commercial endeavors for the sole benefit of the sponsor.
3. Group's special event is conducted by a third party sponsor open for general public participation.

Picnic Shelter Usage Regulations

1. The person signing the Picnic Shelter Use Permit for use of the facility shall be responsible for damaged, broken or missing property and shall reimburse the city for all such losses incurred. This person shall be responsible to inform their group of the usage regulations.
2. Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain in the Picnic Shelter, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquor or narcotic drugs in the picnic shelter.
3. Persons shall not gamble for money or other valuables within the park building area.
4. Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with city staff in advance of the scheduled activity.
5. The Picnic Shelter shall be vacated by 10 P.M. and will not be reserved past 10 P.M. without special approval by the Crosslake Park and Recreation Director.
6. Equipment or materials brought in by groups should be brought in the day of rental and taken out after the scheduled time frame of the event. No storage of personal property is allowed.
7. Use of materials on floors, walls, or other parts of the shelter is prohibited without special approval of the Park and Recreation Department.
8. Parking and deliveries are restricted to the blacktop areas. There is to be no driving of vehicles on sidewalks or on the concrete slab adjoining the shelter. Vehicles will be towed away at the owner's expense.
9. Any additions or deletions to the above policies and regulations must be with the approval of the Director of Parks and Recreation, City of Crosslake.

Picnic Shelter Cleaning List:

- All tables and counters must be wiped clean.
- All sinks and drain traps must be cleaned.
- Sweep or mop floors as needed.
- Turn off lights and lock doors.
- All picnic tables must be cleared of decorations or trash.
- Grills must be put out completely.
- Bathrooms must be clean and trash in receptacles.
- Check all toilets and urinals; Flush.
- All waste must be put in trash containers. Garbage should then be taken to large dumpster located behind the Community Center. (Inside wooden storage area located to the north of the Community Center by the Legion baseball field.) Key for dumpster is located on your shelter key ring.

**Failure to perform these cleaning duties will result
in the forfeit of your cleaning deposit!**

**Thank you,
Community Center Staff**

CROSSLAKE-IDEAL LIONS PICNIC SHELTER RESERVATION FORM

This form needs to be filled out completely and fees paid prior to the use of the picnic shelter. Questions may be directed to the Community Center Office at (218) 692-4271.

Date form completed: _____ Reservation Date: _____

Nature of Event: _____

Name of Organization: _____

Contact Person: _____ Home Phone: _____

Work Phone: _____ Mailing Address: _____

Starting Time: _____ Ending Time: _____ Total Hours: _____

Number of People: _____ Shelter Fee: \$30.00 (Includes Tax)

Beer/Wine will not be present. Permit Application: \$30.00 (Includes Tax)

Beer/Wine will be present (See Application for Beer/Wine Permit).

- Note: A beer/wine permit must be approved by the Crosslake City Administrator and Police Chief. Applications for the permit and proof of insurance must be made 14 days in advance.
- Crosslake Police Department will be notified of the permit and the time frame that beer/wine will be served.
- Beer and wine are restricted to the picnic shelter or within 20 feet of the shelter.
- No beer or wine is allowed in the Community Center, playground area, tennis courts, warming house, hockey rink, ball fields, etc.
- Building must be left in order it is found.
- Sale of beer/wine or alcoholic beverages is strictly prohibited.
- *If beer/wine is to be used in the shelter, homeowners must provide \$300,000 in liability insurance on their homeowner's policy. Proof on insurance must be attached to the beer/wine application. Organizations/Individuals must add "City of Crosslake" to their current liability policies and provide a copy of the Certificate of Insurance.*

-OVER-

APPLICATION FOR A BEER/WINE PERMIT

I, _____, residing at _____,
with the telephone number being _____, do hereby apply for a permit to
serve beer/wine at the Crosslake-Ideal Lions Picnic Shelter on _____, 20____,
from the hours of _____ to _____ (No later than 10:00 p.m.).

Check the appropriate box:

- This is a personal event.
- This is a group or business event.

I am the _____ of _____.
(title) (organization)

I certify that I have the authority to legally bind my organization.

The Picnic Shelter will be used for _____.
(Purpose of event i.e. family reunion, company picnic, wedding, etc.)

I fully understand that the permit is subject to the following conditions and I agree to abide by same:

1. That beer/wine may not be furnished or consumed by minors.
2. No glass containers shall be utilized at the park.
3. The area of the park used for consumption of beer/wine and all other activities, shall, at the conclusion of said event, be free of any rubbish, drinking containers, food product and debris.
4. It is understood that amplified entertainment equipment is prohibited in the park and shall not be utilized.
5. The applicant and organization he or she represents, if any, are fully responsible for any liability resulting from the consumption of beer/wine at said event.
6. I, or my organization, agree to defend, indemnify and hold harmless the City, its officials, employees and agents, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from event activities, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of myself or my organization or its officials, employees, volunteers or agents.
This permit is contingent on the proof of a liability insurance policy including "host liquor liability" coverage in the minimum amount of \$300,000 per occurrence. The City must be added as an additional insured. The City must receive a certificate of insurance at least two weeks prior to the event showing proof of the required insurance.
7. This permit authorizes the consumption of beer/wine only and under no circumstances shall the sale of any alcoholic beverage be permitted.
8. I agree to comply with all state laws and local ordinances.
9. Fee: \$30.00 (non-refundable).

Signature: _____ Dated: _____

Office Use Only

Date Fee Paid _____ Check# _____ Amount Paid \$ _____

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

 -

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.

