

Reservation Details

Estimated attendance: Private event; invite only Public event; meeting/activity

Beach house / Picnic shelters: 50 max. occupancy (each)

Nature Center: 40 max. occupancy

If the attendance exceeds 100, a large group special event application is required instead of this form.

Description of proposed use/event:

Will alcohol be served (but not sold): Yes No Will alcohol be sold: Yes No

Alcohol may only be prepackaged and served in paper, plastic, or aluminum containers (no glass allowed). A temporary liquor license may be required for certain activities involving alcohol (contact City Hall for details).

Reservation Policies and Payment

- Reservations will not be accepted without completion and submittal of this form to City Hall.
- The user identified on the reservation request form must be present on the premises throughout the duration of the event. The user shall not sublet all or any portion of the facility.
- Full payment in the form of cash or check payable to "City of Bayport" is due at the time of the reservation. A \$100.00 deposit, on a separate check, is also required for the Beach House and the Nature Center. The deposit check will be destroyed by staff if no damages occur or excessive cleaning is not required as a result of the event. If damages occur, city personnel will contact the applicant.
- This form will serve as a confirmation and receipt for the reservation. The applicant must contact City Hall to request and receive approval of any changes related to the event or activity.
- Problems securing the Nature Center or the Beach House on the reservation date should be directed to the Police Department at 651-439-9381. Please have a copy of this form with you to verify the reservation.

Applicant Acknowledgement and Signature

The undersigned hereby acknowledges receipt of the park facilities rules, regulations, and user responsibilities and agrees to abide by these requirements, take responsibility for all persons in attendance, and will be present for the duration of the reservation. The undersigned also acknowledges that a special event application and/or additional damage deposit may be required, depending on the use and any city services requested or deemed necessary.

Signature: _____

Date: _____

Picnic Shelters	Time	Fee	Cash/Check #	Date
1 – 50 people (1 shelter)	Daily	\$100.00		
51 – 100 people (2 shelters)	Daily	\$200.00		
101 + people	Special Event Application Required			
Beach House/Nature Center				
8 hours	Monday - Thursday	\$200.00		
8 hours	Friday - Sunday	\$250.00		
Deposit		\$100.00		
Sports Fields/Courts				
Ballfield, Soccer Field, Tennis Court, Volleyball Court	Daily	\$15.00		
Other		\$ _____		

Office Use

Entered into Calendar:

Placard Made: