



City of Willmar

Shelter Rental Request Form

Please return to
 Willmar Community Education & Recreation - 1234 Kandiyohi Ave SW, Willmar MN 56201
 Phone: (320) 231-8490 Fax: (320) 231-5484
 Email: sorensonb@willmar.k12.mn.us

Date: _____

Organization Name: _____
(If applicable)

Contact Name: _____

Address: _____ City _____ Zip _____

Email Address _____

Home Phone: _____ Cell Phone _____ Work Phone _____

Date of Event _____ Time of Event _____

Type of event (reunion, birthday, etc) _____ Number attending (approximate) _____

Shelter Request Information. **Please mark 1st and 2nd shelter choice** (for locations, see map on back)

Guri Endresen
 Leaf
 Green
 Hilltop
 Open Shelter #1
 Open Shelter #2 (no electricity)
 Lion's Shelter (no electricity)

***The information below needs to be completed for the enclosed shelters:**

Time you want shelter unlocked (no earlier than 8 am) _____

And time you want shelter locked up (no later than 9 pm) _____

	Rate	Amt Submitted
Enclosed Shelter (Guri, Leaf, Green, Hilltop)	\$ 100	_____
Open Shelter #1	\$32	_____
Open Shelter #2 or Lion's Shelter	\$20	_____
Damage Deposit on above shelters	\$50	_____
Total Amount Paid		_____

Credit Card # _____ Exp. _____ CVV Code _____
 Master Card, Visa, Discover and American Express accepted

Check # _____ Cash _____

Shelter is NOT reserved until payment is received. Confirmation permit will be mailed to address listed above.

Except for Lion's Shelter and Open Shelter #2, all shelters have limited electricity for crock pots and coffee pots. Use of roasters may overload the circuit. If a roaster is used, that must be the only item plugged into the outlet.

No alcoholic beverages are permitted in the park.

Shelters must be paid at the time of the reservation. If you cancel, there is a \$10 cancellation fee for cancellations made a week or more in advance. If you cancel the week of your event, there is a \$20 cancellation fee.

REFUND POLICY for damage deposits: you will receive a refund check in approximately 16 working days. Refund of the damage deposit made by credit card will be credited back within 2-3 working days.

