 Please return to

**City of Willmar**

**Shelter Rental Request Form**

Wilmar Parks & Recreation - 2707 Arena Drive, Willmar MN 56201

Phone: (320) 235-1454

Email: ebanks@willmarmn.gov or bsorenson@willmarmn.gov

 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)

\_\_\_\_\_\_\_\_\_\_Rice Park Shelter

**\*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 and Rice Park) $ 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.**

Rice Park Shelter – Kandiyohi Ave SW & 2nd St SW

Add map