



**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](mailto: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 1<sup>st</sup> and 2<sup>nd</sup> 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	_____
<b>Total Amount Paid</b>		_____

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.

