



CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331 • 952.960.7900

PICNIC SHELTER PERMIT APPLICATION

Today's Date _____ Application Fee: _____ Receipt # _____

APPLICANT PERSON _____

MAILING ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ BUSINESS PHONE _____

EMAIL ADDRESS _____ CELL PHONE _____

LOCATION OF SHELTER _____

TYPE OF EVENT _____

DAY OF USE _____ ESTIMATED ATTENDANCE _____

SET-UP TIME _____ COMPLETION TIME _____

DESCRIBE ANY SPECIAL ACTIVITIES PLANNED _____

Manor/Freeman/Silverwood Shelter	Residents	\$25 + \$1.82 sales tax	Non-Residents	\$50 + \$3.63 sales tax
Eddy Station Pavillion	Residents	\$50 + \$3.63 sales tax	Non-Residents	\$75 + \$5.45 sales tax

LIABILITY: The Permit Applicant, by signing and accepting this Permit, agrees to compensate the City of Shorewood for any damages to the City property by any participant involved and agrees to defend, hold harmless, and indemnify the City for and against all liability for injury or death of any participant or public involved. Any damages to facilities or equipment must be reported.

I hereby certify that I am the above named Applicant and am authorized to accept the responsibility for observance of the rules and regulations of the City of Shorewood, Parks and Recreation Division.

X _____ Date _____
(Signature)

OFFICE USE ONLY

Approved _____ Conditions _____

Disapproved _____ Reason _____

Date Issued _____

CITY OF SHOREWOOD PICNIC SHELTER POLICIES

PARK SHELTER RESERVATIONS

The picnic shelters are available to reserve from Memorial Day through Labor Day. Picnic shelters are on a first come, first served basis, unless reserved.

Reservations will be taken no more than six months or less than two (2) days from proposed date of rental. Reservations are made through the City of Shorewood (952.960.7900). Telephone requests will be taken to hold a picnic shelter for seven (7) working days. Upon receipt of the application and fee, a permit will be issued confirming the time and date of reservation. Applicant must be 18 years or older to reserve the picnic shelter.

HOURS

Hours of availability are from 6 a.m. to 10 p.m.

FEE SCHEDULE

Reservation fees must be paid to City Hall prior to issuing the permit. No refunds are given due to weather conditions or cancellations.

Picnic Pavilions

Manor/Freeman/Silverwood Shelter	Residents	\$25 + \$1.82 sales tax	Non-Residents	\$50 + \$3.63 sales tax
Eddy Station Pavillion	Residents	\$50 + \$3.63 sales tax	Non-Residents	\$75 + \$5.45 sales tax

PARK SHELTER RULES

- Glass containers, alcohol, and fireworks are prohibited in the parks.
- No alterations to the shelter will be made.
- Hot coals should be left in the grill.
- Pets are not allowed in picnic/shelter areas.
- Applicant is responsible for cleaning up the facilities, including depositing all trash in the appropriate containers.
- Applicant is responsible for any damage to the facility.
- Parking is allowed in designated areas only.