



## Public Works Department

2052 County Road 24  
Medina, MN 55340

Phone: (763) 473-4643  
Fax: (763) 473-9359

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### Picnic Shelter Reservation

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**Park in which shelter(s) is reserved:**

- Hamel Legion Park – Circle one: 1 or 2 shelter(s)
- Hunter Lions Park
- Park at Fields of Medina

**Date:** \_\_\_\_\_

**Time of Rental:** from \_\_\_\_\_ to \_\_\_\_\_

**This Picnic Shelter Permit is issued to:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

This reservation will reserve the picnic shelter(s) at the park specified above. The City will hang signage informing of the reservation. Other park equipment and facilities (playground, courts, fields, etc.) are not part of this reservation, but are accessible for guests. Please be respectful to other park users in regards to facility/equipment use and parking accommodations.

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***City Use Only***

**Date Issued:** \_\_\_\_\_ **Issued by:** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

*Code to: 101-45202-36239 (tax included in rental rate)*



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### Fees\* for Picnic Shelter Reservations

#### Weekday Rates (Monday through Friday)

Resident: \$20; Non-Resident: \$30

#### Weekend Rates (Saturday & Sunday)

Resident: \$25; Non-Resident: \$50

*\*All sales taxes are included in rental fees.*

#### **Refund Policy**

Refunds for picnic shelter reservations are processed on an individual basis with regards to the conditions of cancellation. All cancellation notices and requests for rescheduling must be submitted in writing and emailed to [city@ci.medina.mn.us](mailto:city@ci.medina.mn.us) as soon as the cancellation occurs. Any cancellation that occurs upon the day of the event, the City must receive the cancellation notice that same day.

- **Refund for cancellations due to weather conditions** – All cancellations due to weather conditions must be verified by City staff prior to refund.
- **No Fee Refund** – Fee refunds will not be given for cancelled reservations received less than fourteen (14) days before the event, unless cancellation is due to weather conditions.