



Public Works Department

2052 County Road 24
Medina, MN 55340

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

Picnic Shelter Reservation

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 _____

Anticipated Number of Guests: _____

Picnic Shelter reservations are intended for groups of 20 guests or less. If larger groups reserve the picnic shelter, the City reserves the right to charge additional staff time fees.

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.

City Use Only

Date Issued: _____ Issued by: _____

Receipt # _____

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



Public Works Department

2052 County Road 24
Medina, MN 55340

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

Fees* for Picnic Shelter Reservations

Weekday Rates (Monday through Friday)

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

Weekend Rates (Saturday & Sunday)

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

**LARGE GROUPS (more than 20 guests): Additional staff time needed beyond posting a reservation sign and supplying a single garbage container will be charged at a rate of \$65 per hour.*

**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@medinamn.gov 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.