



<b>Office Use Only</b>	
Taken By _____	Date/Time _____
Insurance Yes / No _____	Facility Use Agree Yes / No _____
Ins Received _____	Facility Use Received _____
Routed to _____	

## Shelter Reservation Request Form

### April 22 through October 7, 2012

This form must be completed and turned in with payment.  
 Completed form may be mailed or dropped off at 701 Main Ave, Fargo, ND 58103; or faxed to 701-499-6067  
 You will be contacted to confirm your reservation.  
**The Fargo Park District has a no refund policy.**

**FILLING OUT THIS FORM DOES NOT GUARANTEE THE DATE, TIME AND SHELTER/  
 FACILITY YOU ARE REQUESTING.**

**Today's Date** \_\_\_\_\_ **Date Requesting Rental** \_\_\_\_\_

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Daytime # \_\_\_\_\_ Home # \_\_\_\_\_

Group, Company Name, or event you would like on the reservation sign \_\_\_\_\_

What type of event are you planning? (ie. Picnic, Reunion, Fundraiser) \_\_\_\_\_

Approximate people attending? \_\_\_\_\_

Are you having any entertainment (ie. clown, DJ, inflatable games, tents, vendors, etc.)?

If so, what? \_\_\_\_\_

\_\_\_\_\_

**Special requests for use of recreational trails, additional electricity, food vendor(s), sale of merchandise/goods, tent/canopy, sound amplification, additional equipment, etc., are required to complete a Special Event Application and provide a current copy of applicant's liability insurance naming the Fargo Park District as additional insured in the amount of not less than \$520,000. Insurance certificate must be received 7 days prior to the event. The Fargo Park District reserves the right to request a higher amount of liability insurance.**

Payment is due upon request of shelter reservation. Reservations will not be processed without payment.  
 Payment is processed at the time the reservation is made.






Type of Payment \_\_\_\_\_ Today's Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3 digit security code \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_





Billing Address \_\_\_\_\_ Phone \_\_\_\_\_


City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Authorized Amount \$ \_\_\_\_\_

	Time Requested	Fees	
<p><b>Check facility requesting</b></p> <p><b>___ Lindenwood Main</b>  Accommodates 200 people  Fees: \$90 all day, \$52 half day  Group Consumption Permit available - \$25 fee  There is electricity and a large charcoal grill.  Restrooms are attached to the shelter.</p>			
<p><b>___ Lindenwood Rotary</b>  Accommodates 160 people  Fees: \$90 all day, \$52 half day  Group Consumption Permit available - \$25 fee  There is electricity, water and a large charcoal grill.  Restrooms are on site.</p>			
<p><b>___ Lindenwood 2 3 4</b>  Accommodates 30 people  Fees: \$34 all day, \$23 half day  Group Consumption Permit available - \$25 fee  There is electricity and a small charcoal grill.  Restrooms are on site.</p>	select one		
<p><b>___ Oak Grove #1 (South)</b>  Accommodates 200 people  Fees: \$90 all day, \$52 half day  Group Consumption Permit available - \$25 fee  There is electricity and a large charcoal grill.  Restrooms are attached to the shelter.</p>			
<p><b>___ Oak Grove #2 (North)</b>  Accommodates 100 people  Fees: \$90 all day, \$52 half day  Group Consumption Permit available - \$25 fee  There is electricity and a large charcoal grill.  Restrooms are on site.</p>			
<p><b>___ Picnic Pack</b>  Fee: \$100 Refundable Deposit  Variety of Sports Equipment</p>		<p>Picnic Packs may be picked up the day of the rental in the afternoon at the Fargo Park District Recreation Office, 701 Main Avenue, Fargo, ND</p>	
<p><b>Total Amount Due</b></p>			

Time Requested	Fees
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Check facility requesting

<p><b>___ Rheault Farm Picnic Shelter</b> Accommodates 160 people Fees: \$90 all day, \$52 half day Group Consumption Permit available - \$25 fee There is electricity, water and a large charcoal grill. Restrooms are on site.</p>			
<p><b>___ Rheault Farm Bunkhouse</b> Accommodates 140 people Fees: \$100.00 per hour Group Consumption Permit available - \$25 fee There is electricity, water, restrooms and food prep area in facility. Heat/air conditioned. <b>***\$250 refundable deposit required with consumption permit.</b></p>	<p>start time</p> <p># of hours</p>		
<p><b>___ Rheault Farm 1/2 Bunkhouse</b> Accommodates 70 people Fees: \$50.00 per hour Group Consumption Permit available - \$25 fee There is electricity, water, restrooms and food prep area in facility. Heat/air conditioned.</p>	<p>start time</p> <p># of hours</p>		
<p><b>___ Rheault Farm Entire Site</b> Accommodates 1,000 people Fee: \$750.00 per day Group Consumption Permit available - \$25 fee There is electricity, water, restrooms and food prep area. <b>***\$250 refundable deposit required.</b></p>			
<p><b>___ Rheault Farm Picnic Pack</b> Fee: \$100 Refundable Deposit Variety of Sports Equipment</p>			<p>Picnic Packs are available at Rheault Farm on the day of your rental on a first come first serve basis. There are a limited number.</p>

<p><b>___ Rabanus</b> Accommodates 50 people(25inside/25outside) Fees: \$90 all day, \$52 half day Group Consumption Permit available - \$25 fee <b>***\$250 refundable deposit required with consumption permit.</b> This facility includes an indoor building. There is electricity, water and a large grill. Restrooms are attached to the shelter.</p>			
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**Total**

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## Weddings are permitted at the following locations

	Time Requested	Fees	
<p><b>___ Island Park Gazebo</b>                      Accommodates up to 30 people in gazebo                      Space around gazebo can be used also                      Fee: \$90 10am-9pm  <b>NO ALCOHOL ALLOWED</b>                      Electricity and restrooms are on site.</p>			
<p><b>___ Trollwood Park East Gazebo</b>                      Accommodates 75 people                      Fees: \$90 all day, \$52 half day                      Group Consumption Permit available - \$25 fee                      Electricity, charcoal grill and restrooms are on site.</p>			
<p><b>___ Trollwood Park West Gazebo</b>                      Accommodates 140 people                      Fees: \$90 all day, \$52 half day                      Group Consumption Permit available - \$25 fee                      Electricity, charcoal grill and restrooms are on site.</p>			
<p><b>___ Trollwood Park Barn Stage</b>                      Accommodates 200 people                      Fees: \$90 all day, \$52 half day  <b>NO ALCOHOL ALLOWED</b>                      Restrooms are on site.</p>			
<p><b>___ Trollwood Park Main Stage Area</b>                      Accommodates 1,000 people                      Fees: \$90 all day, \$52 half day  <b>NO ALCOHOL ALLOWED</b>                      Electricity and restrooms are on site.</p>			
<p><b>___ Trollwood Park Art Mart</b>                      Accommodates 50 people                      Fees: \$90 all day, \$52 half day                      Group Consumption Permit available - \$25 fee                      Electricity, charcoal grill and restrooms are on site.</p>			

**Total Amount Due**

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