



# SHELTER RESERVATION REQUEST FORM

## May 1 through October 3, 2021

**FILLING OUT THIS FORM DOES NOT GUARANTEE THE DATE, TIME AND SHELTER/FACILITY YOU ARE REQUESTING. YOU WILL BE CONTACTED TO CONFIRM YOUR RESERVATION.**

You may reserve a shelter by filling out this form and mailing it in, dropping it off at **701 Main Ave**, Fargo, ND 58103; or emailed to [reservations@fargoparks.com](mailto:reservations@fargoparks.com).

Any questions call 701-499-6060.

Today's Date \_\_\_\_\_

Date Requesting Rental \_\_\_\_\_

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

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

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

Group, Company Name, or event name \_\_\_\_\_

What type of event are you planning? (i.e. picnic, wedding, reunion, run/walk, fundraiser) \_\_\_\_\_

**Weddings are only permitted at the Island Park Gazebo, Urban Plains Gazebo and Trollwood Park Shelters, Barn Stage and Amphitheater.**

Anticipated Attendance? \_\_\_\_\_

Are you having any entertainment? (i.e. clown, DJ, inflatable games, tents, vendors, music, band, etc.)  YES  NO

If yes, what? \_\_\_\_\_

\_\_\_\_\_

**Special requests for use of recreational trails, additional electricity, food vendor(s), sale of merchandise/goods, tent/canopy, weddings, sound amplification, additional equipment, etc., are required to complete a Special Event Application. These requests may require applicant to provide a current copy of applicant's liability insurance naming the Fargo Park District as additional insured in the amount of not less than \$1,000,000. Insurance certificate must be received 14 business 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. The Fargo Park District has a no refund policy.**

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

Payment Method:    Credit Card    Cash    Check    Amount Enclosed/Authorized \$: \_\_\_\_\_




Credit Card Information:    Visa    MasterCard    Discover    American Express    Today's Date: \_\_\_\_\_

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

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

Mail to: Fargo Park District, Attn: Facilities Scheduling, 701 Main Ave, Fargo ND 58103



# LINDENWOOD, 1905 Roger Maris Dr

<b>Facility Requested</b> (Check)	<b>Time</b> (Circle)	<b>Fee</b> (Fill In)	
<b>___ Lindenwood Main</b> Accommodates 200 people Fees: \$150 There is electricity, water and a large charcoal grill. Restrooms are attached to the shelter.	10am-9pm	\$ _____	
<b>___ Lindenwood Rotary</b> Accommodates 160 people Fees: \$150 There is electricity and a large charcoal grill. Restrooms are on site.	10am-9pm	\$ _____	
<b>___ Lindenwood 2 3 4</b> Accommodates 30 people Fees: \$50 There is electricity and a large charcoal grill. Restrooms are on site.	10am-9pm	\$ _____	
<b>Optional Additions</b> (Check)  <b>___ Group Consumption Permit</b> Fee: \$50 No glass bottles, hard alcohol or kegs.		\$ _____	<p style="text-align: center;"><b>TOTAL AMOUNT DUE</b>                      Facility Fee and Optional Additions</p> <p style="text-align: center;">\$ _____</p>

# OAK GROVE, 170 Maple St N

<b>Facility Requested</b> (Check)	<b>Time</b> (Circle)	<b>Fee</b> (Fill in)	
<b>___ Oak Grove #1 (South)</b> Accommodates 200 people Fees: \$150 There is electricity and a large charcoal grill. Restrooms are attached to the shelter.	10am-9pm	\$ _____	
<b>___ Oak Grove #2 (North)</b> Accommodates 100 people Fees: \$150 There is electricity and a large charcoal grill. Restrooms are on site.	10am-9pm	\$ _____	
<b>Optional Additions</b> (Check)  <b>___ Group Consumption Permit</b> Fee: \$50 No glass bottles, hard alcohol or kegs.		\$ _____	<p style="text-align: center;"><b>TOTAL AMOUNT DUE</b>                      Facility Fee and Optional Additions</p> <p style="text-align: center;">\$ _____</p>

# RHEAULT FARM, 2902 25 St S

Facility Requested (Check)	Time (Circle or Fill In)	Fee (Fill In)	
<b>___ Rheault Farm Picnic Shelter</b> Accommodates 160 people Fees: \$150 There is electricity a large charcoal grill. Restrooms are on site.	10am-9pm	\$ _____	
<b>___ Rheault Farm Bunkhouse</b> Accommodates 140 people Fees: \$100.00 per hour There is electricity, water, restrooms and food prep area in facility. Heat/air conditioned.	Start time _____ #of Hours _____	\$ _____	
<b>___ Rheault Farm Entire Site</b> Accommodates 1,000 people Fee: \$775.00 per day There is electricity, water, restrooms and food prep area.	10am-9pm	\$ _____	
<b>Optional Additions</b> (Check)			
<b>___ Group Consumption Permit</b> Fee: \$50 *\$500 refundable deposit also required for all Rheault Farm rentals except the picnic shelter. No glass bottles, hard alcohol or kegs. Weddings allowed with Entire Site rental.		\$ _____	<b>TOTAL AMOUNT DUE</b> Facility Fee and Optional Additions \$ _____

# RABANUS, 4315 18 Ave S

Facility Requested (Check)	Time (Circle)	Fee (Fill in)	
<b>___ Rabanus</b> Accommodates 50 people (25inside/25outside) Fees: \$75 This facility includes an indoor building. There is electricity, water and a large grill. Restrooms are attached to the shelter.	10am-9pm	\$ _____	
<b>Optional Additions</b> (Check)			
<b>___ Group Consumption Permit</b> Fee: \$50 No glass bottles, hard alcohol or kegs.		\$ _____	<b>TOTAL AMOUNT DUE</b> Facility Fee and Optional Additions \$ _____

# TROLLWOOD, 3664 Elm St N

Facility Requested (Check)	Time (Circle or Fill In)	Fee (Fill In)	
<b>___ Trollwood Park Mega Shelter</b> Accommodates 250 people Fees: \$200 Electricity, charcoal grill and restrooms are on site.	10am-9pm	\$ _____	
<b>___ Trollwood Park West Gazebo</b> Accommodates 100 people Fees: \$150 Electricity, charcoal grill and restrooms are on site.	10am-9pm	\$ _____	
<b>___ Trollwood Park Barn Stage</b> Accommodates up to 20 people on stage Space around stage can be used also. Fees: \$150 Restrooms are on site.	10am-9pm	\$ _____	
<b>___ Trollwood Park Amphitheater</b> Accommodates 1,000 people Fees: \$150 Electricity and restrooms are on site.	10am-9pm	\$ _____	
<b>___ Trollwood Park Art Mart</b> Accommodates 50 people Fees: \$150 Electricity, charcoal grill and restrooms are on site.	10am-9pm	\$ _____	
<b>Optional Additions</b> (Check)			
<b>___ Group Consumption Permit</b> Fee: \$50 *No alcohol allowed for barn stage or amphitheater rental No glass bottles, hard alcohol or kegs.		\$ _____	<b>TOTAL AMOUNT DUE</b> Facility Fee and Optional Additions \$ _____

# ISLAND PARK, 302 7 St S

Facility Requested (Check)	Time (Circle)	Fee (Fill in)	
<b>___ Island Park Gazebo</b> Accommodates up to 30 people in gazebo Space around gazebo can be used also Fee: \$300 Electricity and restrooms are on site. *No alcohol allowed.	10am-9pm	\$ _____	
			<b>TOTAL AMOUNT DUE</b> \$ _____

# URBAN PLAINS, 5050 30 Ave S


Facility Requested (Check)	Time (Circle or Fill In)	Fee (Fill In)	
<p><b>___ Urban Plains Shelter A</b> Accommodates 100 people Fees: \$150 Electricity, charcoal grill and restrooms are on site. <b>No inflatable games or tents are allowed.</b></p>	10am-9pm	\$ _____	
<p><b>___ Urban Plains Shelter B</b> Accommodates 200 people Fees: \$150 Electricity, charcoal grill and restrooms are on site. <b>No inflatable games or tents are allowed.</b></p>	10am-9pm	\$ _____	
<p><b>___ Urban Plains Shelter C</b> Accommodates up to 100 people Fees: \$ 150 Electricity, charcoal grill and restrooms are on site. <b>No inflatable games or tents are allowed.</b></p>	10am-9pm	\$ _____	
<p><b>___ Urban Plains Gazebo</b> Accommodates up to 14 people in gazebo Space around gazebo can be used also Fee: \$300 Electricity and restrooms are on site. <b>No inflatable games or tents are allowed.</b></p>	10am-9pm.	\$ _____	
<p><b>___ Urban Plains Small Shelter</b> Accommodates up to 30 people Fees: \$50 Electricity and restrooms are on site. <b>No inflatable games or tents are allowed.</b></p>	10am-9pm	\$ _____	
<p style="text-align: center;"><b>Optional Additions</b> (Check)</p> <p><b>___ Group Consumption Permit</b> Fee: \$50 <b>*No glass bottles, hard alcohol or kegs. No alcohol allowed at gazebo.</b></p>		\$ _____	<p><b>TOTAL AMOUNT DUE</b> Facility Fee and Optional Additions</p> <p style="font-size: 1.5em;">\$ _____</p>



**Indoor Shelter rentals for the summer is all new.  
Inflatable Games may be rented and used in Lemke Park  
and Roosevelt Park.**

**Shelters are not air conditioned.  
There are no grills or outdoor picnic tables available for  
these Shelter reservations.**


## Lemke Park, 1000 32nd Ave S

Facility Requested (Check)	Time (Circle or Fill In)	Fee (Fill In)	
___ <b>Lemke Shelter</b> Accommodates 30 people Fees: \$75 Electricity and restrooms are on site. <b>Consumption permits not available for this site.</b>	10am-9pm	\$ _____	
			<b>TOTAL AMOUNT DUE</b> \$ _____

## McKinley Park, 2931 10 St N

Facility Requested (Check)	Time (Circle or Fill In)	Fee (Fill In)	
___ <b>McKinley Park Shelter</b> Accommodates 30 people Fees: \$75 Electricity and restrooms are on site. <b>Consumption permits not available for this site.</b>	10am-9pm	\$ _____	
			<b>TOTAL AMOUNT DUE</b> \$ _____

## Roosevelt Park, 1220 9 St N

Facility Requested (Check)	Time (Circle or Fill In)	Fee (Fill In)	
___ <b>Roosevelt Park Shelter</b> Accommodates 30 people Fees: \$75 Electricity and restrooms are on site. <b>Consumption permits not available for this site.</b>	10am-9pm	\$ _____	
			<b>TOTAL AMOUNT DUE</b> \$ _____