

**RESERVATION APPLICATION  
CITY OF BIG LAKE**

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

Name of Applicant \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Sponsoring Business/Organization \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time: from \_\_\_\_\_ to \_\_\_\_\_

Mailing Address \_\_\_\_\_

Type of Activity \_\_\_\_\_

Anticipated Number of Attendees \_\_\_\_\_

Will you be charging a fee for entry? \_\_\_\_\_

If yes, what will the profits be used for: \_\_\_\_\_

Are you requesting the City Park to be Closed to Non Participants    Yes \_\_\_\_\_    No \_\_\_\_\_

Lakeside Park: Requesting Parking Fees to be Waived:    Yes \_\_\_\_\_    No \_\_\_\_\_

Non Profit Organization:    Yes \_\_\_\_\_    No \_\_\_\_\_

Will there be any goods or services sold: Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, what will the profits be used for: \_\_\_\_\_

**Facilities Requested** (insert locations – i.e. Park, Picnic Shelter, etc)

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Are you planning to install any structures: Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, give description and size: \_\_\_\_\_

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**Important Rules:**

1. To secure a reservation, the reservation application and \$50.00 clean-up deposit must be received within 10 days after the reservation is placed. Make checks payable to: City of Big Lake.
2. Event organizers are responsible for cleaning up and disposing of garbage at the event's conclusion.
3. City of Big Lake personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of the \$50.00 deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.
4. Facility use for all events is on a first come, first served basis.
5. Decorations and signage must be approved by City of Big Lake Public Works and Planning and Zoning.

The sponsoring group must take all reasonable safety precautions during the event. If canceling or postponing your event, please notify the City of Big Lake 48 hours in advance of the original event date.

The event organizers are responsible for enforcing and following all City Ordinances and Park Regulations.

The event organizer is responsible for acquiring all needed permits (zoning, temporary use, building, Department of Health, etc., include copies along with application).

**Certificate of Insurance**

The applicant shall provide insurance which will indemnify the City of Big Lake and its elected or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney's fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at least \$500,000 per injury and \$1,500,000 per occurrence. The policy shall name the City of Big Lake as an additional insured "as their interest may appear".

**Insurance Company** \_\_\_\_\_ **Policy #** \_\_\_\_\_

(I) (We) the undersigned, hereby apply to use facilities owned or operated by the City of Big Lake for the above event. The applicant shall comply with all applicable laws and ordinances, codes, and regulations of other governmental agencies. As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the application fee for this event based upon the information provided in this application. I realize my submission of this application constitutes a contract between myself and the City of Big Lake and is a release of liability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date