



## BLUEBIRD AMPHITHEATER RESERVATION APPLICATION

|                     |              |            |
|---------------------|--------------|------------|
| CONTACT NAME: _____ |              |            |
| ORGANIZATION: _____ |              |            |
| ADDRESS: _____      |              |            |
| CITY: _____         | STATE: _____ | ZIP: _____ |
| PHONE: _____        | EMAIL: _____ |            |

|                                                                |                       |
|----------------------------------------------------------------|-----------------------|
| Date(s) of Reservation:                                        | Estimated Attendance: |
| START TIME:                                                    | END TIME:             |
| What type of event is this?                                    |                       |
| Will any additional special use activities be provided onsite? |                       |

### **Amphitheater Reservation Fee**

|                                 |                          |  |
|---------------------------------|--------------------------|--|
| Full Day Rental                 | \$350 + tax              |  |
| Half Day Rental (up to 4 hours) | \$150 + tax              |  |
| Nonprofit Half Day              | \$100 + tax              |  |
| Refundable Damage Deposit       | \$250                    |  |
|                                 | <b>Total Amount Due:</b> |  |

### **LIABILITY REQUIREMENT**

I understand that I may have to provide proof of liability insurance in the amount noted within the Reservation Policy for the Bluebird Amphitheater 30 days prior to my Rental. I hereby personally agree to indemnify and hold harmless the City of Isanti, its employees and agents, for any liability whatsoever, whether to myself, or other persons or entities, resulting from consumption by any person of alcoholic beverages at the event or function I have requested to be scheduled at Bluebird Amphitheater.

In addition, if said event or function is sponsored by any organization, I hereby represent that I have the authority to act on behalf of the organization, and I hereby agree, on behalf of the organization named in the Reservation Application, that said organization will indemnify and hold harmless the City of Isanti, it's employees or agents, from any liability whatsoever, whether to said organization or other persons or entities, resulting from consumption of alcoholic beverages at said event or function.

I hereby confirm that I have read and will abide by the Regulations and Terms as provided on the Rental application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If you have questions as to whether your event would require a Special Event Permit (see item #6 below) or general information, please contact the Parks and Recreation department at (763) 762-5754 or via e-mail at [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us).*

|                                                                    |                                                                    |                                   |
|--------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------|
| For Office Use Only:                                               |                                                                    |                                   |
| Rental Fee:                                                        | Date Received _____                                                | Special Event Permit Application: |
| Rental (7/702) _____                                               |                                                                    | <input type="checkbox"/> Received |
| Tax (7/701) _____                                                  | Damage Deposit:                                                    | Certificate of Insurance:         |
| Total _____                                                        | Check No. _____                                                    | <input type="checkbox"/> Received |
| Check No. _____                                                    | <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |                                   |
| <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |                                                                    |                                   |

## **Amphitheater Reservation Regulations and Terms**

1. Bluebird Amphitheater is available for rent April 1<sup>st</sup> through October 31<sup>st</sup>, weather permitting. City parks are open daily from 7:00a.m. to 10:00p.m. Renters may only access the amphitheater during park hours, unless explicitly permitted by the City Council.
  - Evening events must end by 10:00p.m., however, clean-up may continue until 11:00p.m.
2. Reservations are accepted on a first-come, first-served basis. Your reservation is not confirmed until your application is received with full payment and damage deposit. All checks shall be made payable to the City of Isanti.
3. Rental includes use of the Bluebird Amphitheater, 2 attached dressing rooms, and the grass area to the North of the facility. Renters may also reserve the Bluebird Park Pavilion using the Park Shelter Reservation Form. The remainder of the park is available for public use. Renters should expect that the general public may use the walking path and park features during rental times.
4. A certificate of insurance will be required for all events that are open to the public. A copy shall accompany the application form. See requirements below.
5. A key to access the space must be checked out at City Hall during office hours up to 2 days prior to your event.
  - Office Hours: Monday through Friday 8:00am – 4:30pm.
  - Key must be returned within 48 hours after rental. Failure to return the key in this timeframe will result in forfeiture of the damage deposit. Outside of office hours, keys may be dropped in the Utility Payment drop box outside City Hall.
6. A Special Event Permit is required for your event if the following apply:
  - Greater than 75 attendees are expected
  - Event activities may impact surrounding neighborhoods, businesses or the community
  - Event is open to the public or includes ticketing, product sales or fundraising opportunitiesFamily gatherings, including graduation parties, weddings, reunions and similar types of events, do not require a Special Event Permit.
7. All individuals, groups, or organizations using the park amenities shall observe all City Park Rules and Regulations as posted and provided within City Code Chapter 230.

### **Damage Deposit**

A damage deposit of \$250.00 is required for holding all rentals and is due at the time of application. The damage deposit will be refunded after the event upon returning the key to the facility and the City has completed a final inspection of the facility.

Damage fees will be charged as follows. If the damage exceeds the deposit, the remaining balance will be invoiced back to the renter:

|                                      |                                                      |
|--------------------------------------|------------------------------------------------------|
| Cleaning                             | \$35 per hour (minimum 1 hour charge)                |
| Stains/Structural/Landscaping Damage | \$30 per hour (minimum 1 hour charge)                |
| Other Items                          | To be determined based on replacement cost, plus tax |

Note: If staking any items such as outdoor activity equipment, tents or inflatables, it is the responsibility of the person making the reservation request to contact Gopher One Call for a utility locate. They can be reached at 1-800-252-1166. The locate should be scheduled for a maximum of 3 days ahead of your rental to ensure stakes and markings remain in place for the day of your event. Gopher One may need 3-4 days' notice to get this scheduled.

### **Equipment Available to Rent (larger deposit may be required)**

Rental items are available on a first come, first-served basis for an additional fee, as outlined below. Items will be delivered to the amphitheater and stored in the dressing room ahead of your event. The Renter is responsible for setting up rental items and safely re-storing them in the dressing room after your event. Missing or damaged items will result in forfeiture of the damage deposit. Additional charges may be applied based on replacement or repair costs.

|                                                            |      |
|------------------------------------------------------------|------|
| Speakers (2)<br><i>(includes tripod stands by request)</i> | \$25 |
| Microphone <i>(with cord)</i>                              | \$10 |

Podium

\$15

Event equipment, such as picnic tables, barricades, construction cones, may be requested through the Special Event Permit application process. Visit [cityofisanti.us/parks-recreation-culture](http://cityofisanti.us/parks-recreation-culture) to apply for a permit and request items. These items are not available for private, social events or those with under 75 guests.

### **Additional Terms**

#### Approved Use:

- Use of the Amphitheater is available for ceremonies, music, theater, speeches, religious activities, performance art, and similar types of events as approved by City of Isanti, with the following requirements:
  - Performances shall not include content that might be interpreted as condoning or soliciting unlawful conduct, defamatory, abusive, containing offensive sexual or verbal conduct, inciting violence or views that could be considered harmful to the general population.
  - Renters must abide by all Park rules and applicable City ordinances, including but not limited to noise, parking, smoking, and pet policies. Please be respectful of nearby residential areas.
  - Helium balloons, flowers, and other free standing or non-damaging decorations are permitted. No tape, adhesives, staples, or other damaging types of fasteners may be used. Staking in ground is permitted, but Renter is responsible for calling in a Gopher One Call to locate in-ground power and gas lines.
  - Dry ice, pyrotechnics or anything involving fire or open flames is prohibited.

#### Key Pick-up and Return:

- The key to access the amphitheater dressing rooms must be checked-out and picked-up from City Hall during business hours between 8:00 a.m. – 4:30 p.m, Monday – Friday, up to 2 days prior to the event. The key cannot be checked-out on Saturdays or Sundays. If you do not pick up the key during business hours on the designated days leading up to your reservation, your reservation will be determined to have been cancelled by you, the Renter, and no rental refund will be issued.
- The key must be returned to City Hall within 48 hours of the rental and can be dropped in the Utility Payment box in front of City Hall. Unreturned keys will result in forfeiture of your damage deposit.

#### Events with Food Service:

- Catering or self-prepared food is permitted. Electric is available, sterno type heat is permissible.
- On-site grilling is permitted as part of food service with the following conditions:
  - All grills must be kept on hard surfaces and must not block access on trails and walk ways.
  - All heated appliances must remain a safe distance from park structures and event attendees.

#### Events with Alcohol:

- Alcohol is prohibited on the premises unless specifically approved by the facility Parks and Recreation Coordinator as part of the Rental Agreement.
- If alcohol is approved by the Parks and Recreation Coordinator to be served at the Event, it shall not be sold unless sold by a licensed caterer or provider with a valid liquor license and proof of required insurance coverage naming the City as an additional insured (see Liability Insurance section).
- All beverages served must be from a non-glass container.
- Security is required at Special Events serving alcohol. Obtaining and payment for security is the renter's responsibility. Proof of security for special event must be provided to Parks and Recreation department at least 30 days prior to event.
- If alcohol is permitted, service must end one hour prior to the end of the event.
- If alcohol is served, the Renter must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure no one is served alcohol in an amount to cause intoxication.
- If the Renter is found to have violated the alcohol policy as stated above or had not received prior approval for alcohol at the Event, the City shall immediately terminate the Event and declare the Renter in breach of the Rental Agreement. \

Certificate of Liability Insurance:

- A Certificate of Liability insurance is required for all Special Event rentals meeting the following requirements:
  - \$1,000,000 minimum coverage per occurrence and \$300,000 per claimant.
  - Certificate of Liability insurance copy is to be received by the Parks and Recreation department at least 30 days prior to the event.
  - The City shall be named as an additional insured on the Certificate.
  - The insurance policy must be issued by an insurance company licensed to do business in the state of Minnesota.
  - Insurance shall cover liability for injury, death and property damage, including coverage for alcohol-related claims.

Cleaning:

- Renters are required to return the amphitheater and its surrounding area back to its originating condition. This includes, but is not limited to:
  - Remove all personal belongings, decorations, and trash from the premises
  - Use provided cleaning supplies to clear all debris, dirt or markings from the facility
  - Confetti, glitter and rice are not permitted
  - Fix any noticeable damage to the grass and or landscaping
- A portion of your damage deposit will be withheld if additional cleaning or landscaping services are required due to the usage of the above stated items at a rate of \$35 per hour, for a minimum of 1 hour.
- Rental items must be returned in their proper, working condition.

Smoking:

- Bluebird Park is a tobacco-free public space.
- Smoking is prohibited inside the amphitheater and its surrounding area.
- Smoking in non-designated areas will result in a \$200 damage fee.

Parking:

- Bluebird Park is host to 3 parking lots with approximately 150 parking spaces available. These lots may be used by event attendees, but may not impede on use by park patrons. Reserving or blocking parking spaces without explicit permission by the Parks and Recreation department is strictly prohibited.
- No parking or driving is allowed on the grass at any time, unless permission is granted by the Parks & Recreation department through a Special Event Permit application. Renters must use other measures to transport equipment and event materials to the amphitheater from their vehicles.
- For Special Event rentals, parking in neighboring business lots may be permitted with written permission by the lot owner. This permission must be submitted with a Special Event Permit a minimum of 30 days prior to event.
- No parking is allowed in front of surrounding residential houses or areas which would prohibit local residents from accessing their property.

Refund Policy:

- Cancellation of your event prior to 14 days before your scheduled event will result in a full refund. Cancellation of your event within 14 days of your scheduled event date will result in no refund of your rental fee, however, the damage deposit will be returned.
- The City holds the right to cancel any rental due to safety concerns, including but not limited to anticipated severe weather conditions. If the City cancels an event, the Renter may be entitled to a full refund of any fees paid unless the Renter was in breach of the rental agreement.
- No refunds or rescheduling will be granted due to unfavorable weather conditions. Renter assumes the risk and is responsible for canceling in the event of inclement weather. It is advised that the Renter cancel their event when lightning is present and/or severe weather is expected, following guidelines and recommendations from the National Weather Service. There is no storm shelter on the direct premises. The closest restroom is a single-stall facility located on the south side of the Isanti Indoor Arena.