

**ST. OLAF LAKE PAVILION RENTAL**

Name: \_\_\_\_\_ Rental Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for renting the St. Olaf Lake Pavilion for the above mentioned date. There is currently is no cost to rent the St. Olaf Lake Pavilion. However, freewill donations are appreciated so that we can continue to provide clean, well-maintained facilities for everyone to use. Your donation can be sent to the City of New Richland, P.O. Box 57, New Richland, MN 56072, or they can be dropped off at City Hall, located at 203 N Broadway., during regular business hours.

Being that the pavilion is an open facility, there is almost no way to assure the pavilion is kept free of debris prior to use. If you feel the facility should need sweeping, there is a broom available in the concessions stand during their normal hours of Noon-7pm. Please help us to continue to provide this facility to all residents by treating it as you would your own property. Thank you for your cooperation.

We take pride in our lake and want to make sure your experience is as pleasant as possible. If you have any concerns you would like addressed, please feel free to return the comment portion below. Should you have any questions regarding the rules or general use of the pavilion, you may call the City Clerk's office at 507-465-3514.

**Rules and Responsibilities**

1. You are responsible for clean-up after your event. Please clean the tables and place refuse and recyclable materials in the appropriate containers.
2. You are responsible for any damage to the pavilion caused by your group. This includes failure to clean-up after your event. You may be billed for any damages.
3. Groups are responsible for bringing all supplies necessary for their event, including extension cords and charcoal.
4. Glass containers are not permitted at the park.

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**Comments/Suggestions**

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_

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