



PRIOR LAKE RECREATION DEPARTMENT LAKEFRONT PARK ENCLOSED PAVILION RENTAL POLICY

City of Prior Lake Recreation Department Contact Information:

Direct Phone: 952-447-9820

Email Address: recreation@PriorLakeMN.gov

Office Location: Prior Lake City Hall – 4646 Dakota Street SE, Prior Lake, MN 55372

Regular Office Hours: Monday – Friday, 8AM- 4:30PM

Reservation Website: www.PriorLakeMN.gov/recreation under Rentals Tab.

LAKEFRONT PARK ENCLOSED PAVILION

The Lakefront Park Pavilion is located at 5000 Kop Parkway, Prior Lake, MN 55372.

REQUEST A TOUR

You may call or email to request a tour of the Pavilion, please note there must be at least 48-hour notice. Tours are available Monday-Friday, 8:30AM – 4PM. We also offer a monthly reservation open house. Find this calendar online at www.priorlakemn.gov/pavilion. RVSPs are highly recommended, if there are no RSVPs the open house will be cancelled. Photos of the facility are also [available online](#).

RENTAL PROCEDURE

Rentals for private use of the Lakefront Park Enclosed Pavilion can be made online or in person at City Hall. Rentals will occur on a first come, first served basis with a minimum of 10-day notice. The policies that follow are to ensure the proper use and control of the facility so all people may equally enjoy it. Permit holders are responsible for reviewing all the information provided, including the [City Park ordinance section 702](#).

APPLICANT

The applicant must provide accurate address and contact information. The applicant must be a minimum of 18 years of age and is solely responsible for the rental. Applicant must be at facility during all hours of their private event. Applicants shall not assign, transfer, or sublet to others. Any violations will result in the forfeiture of your reservation including any fees paid. If discrepancies or violations to rental policy terms are discovered, the City of Prior Lake reserves the right to deny future facility rental permits indefinitely.

PAVILION AVAILABILITY

The pavilion can be rented year-round. Current availability can be found online or by calling in. At 9AM of the second Tuesday of the year, rental dates will be released for April 1 of that year – March 31 of the next year. On January 9, 2024, rental dates will be released for the period of April 1, 2024 – March 31, 2025.

RENTAL HOURS

The rental period for the facility is 8AM – 11:59PM the day of your reservation only. Accessing the facility outside of your rental time will be classified as trespassing, and your damage deposit will be forfeited.

RENTAL FEES

Rental fees are based on user types and day of the week. Fees are charged on a per day basis and will not be pro-rated. A resident is classified as someone who pays taxes to the City of Prior Lake, anyone not paying taxes to the City of Prior Lake is a Non-Resident.

Monday - Thursday \$175/day Resident; \$350/day Non-Resident \$300 damage deposit due

Friday - Sunday \$350/day Resident; \$500/day Non-Resident \$300 damage deposit due

DAMAGE DEPOSIT CHECK

A \$300 damage deposit check made payable to The City of Prior Lake, is required **within 7 days of when your reservation is made**. If the damage deposit is not received within this time frame your rental date will be forfeited and the permit holder will receive a full refund less 10% of the rental fee. Your damage deposit check will be held, not cashed, and will be promptly returned after your rental, barring any deductions for damage, cleanliness, etc. If deductions are made, there may be a waiting period for you to receive your balance.

RESERVATION PAYMENT TYPES

Acceptable forms of payment include Visa, MasterCard or Discover, cash, or check. Full payment is due at the time of reservation.

ADJUSTMENT TO RESERVATION

Reservation details are final once submitted. If an adjustment to location, time, or date needs to be made, a fee will be collected at the time the adjustment is requested (at least 7 days in advance). This fee is 10% of the rental fee. To make an adjustment to a reservation, contact city staff.

CANCELLATIONS AND REFUNDS

Permit holders will receive a full refund, less 10% of the rental fee, if reservation is cancelled 14 or more days prior to reservation date. If cancelled less than 14 days prior, no refund will be issued. To cancel a reservation, contact city staff.

RENTAL PERMIT AND KEY CARD

PICK UP: You can pick up your rental permit and key card in the Recreation Department at City Hall the day of your event. If your event is on a Saturday, Sunday or Holiday, you must pick up the key card on the business day prior to your reservation, in most cases it is the Friday before. Specific key and permit pick up information will be emailed the week before your reservation. Emails will come from recreation@priorlakemn.gov

RETURN: All key cards *must* be returned to City Hall within *48 hours* after your reservation. For your convenience, these key cards can be dropped in the water bill drop box located in front of City Hall. Your damage deposit will be forfeited if we do not receive the key card within this time frame.

GROUP SIZE

The maximum capacity allowed for a rental group is 150 people, which includes the outside areas. **In accordance with fire codes the maximum building capacity is posted at 60 people.** Youth groups must be chaperoned on a ratio of one adult for each 10 or fewer youth under the age of 18.

OUTDOOR TENTS AND INFLATABLES

If your group wishes to use outdoor tents, please call with the size and desired location of any tents you wish to set up. All tents must be freestanding, you are not allowed to pound any stakes into the ground due to underground utilities and irrigation lines. Tents must be set up and taken down on the day of rental. The City of Prior Lake reserves the right to deny the size and or quantity of any outdoor tent set up requests. Inflatables are allowed in the pleasure rink area, but a generator must be provided to operate them. They must be set up and taken down on the day of rental.

SIGN ORDINANCE

Event or directional signs are not allowed to be displayed anywhere within the city limits. We suggest that you include a map, directions, and park address when sending out invitations.

SET UP, DECORATING & CATERING

All set up and take down of the event, including deliveries and pick-up of equipment, food, or other items must be completed during rental hours listed on permit. No items, including food or beverage, can be sold.

Decorations are allowed; however, should not cause damage to the facility. **If it is necessary for your group to mount items on the walls, please use the provided permanent hooks. The use of pins, tacks or nails on the walls is strictly prohibited. The use of helium balloons, fog/smoke machines, candles, rice, confetti, and bird seed are also not permitted. Violation of the policy can result in funds being withheld from your damage deposit.**

FOOD TRUCKS

Food Trucks are currently permitted in Lakefront Park if they abide by the following regulations:

- **NEW IN 2024:** All food trucks serving in Prior Lake must register with the City. Trucks will need to provide the City with their current license to serve and insurance information. Please contact the City Clerk for more information, hsimon@priorlakemn.gov
- Must know and abide by all State statues, ordinances, rules, and regulations pertaining to food service.
- Must provide own generator to power their truck and water supply.
- Must be parked in a parking lot stall, that is not a handicap stall, and not on any trails/sidewalks, grassy areas in the park and not blocking any parking lot or park entrances.
- Must remove all food packaging related trash from the park.
- If a food truck intends to sell alcohol, they must contact the City Clerk for a permit at least 30 days before the event. City Clerk, 952-447-9805.

ANIMALS

Animals are not allowed inside the pavilion. It is unlawful to bring any animal into City of Prior Lake Parks except for domesticated animals subject to ordinance 702.700.

AMENITIES

Amenities include: the gazebo adjacent to the pavilion, the pavilion common area, smart tv with HDMI cables, fireplaces, ceiling fans, restrooms, mechanical room floor sink, residential fridge with freezer, sinks, and outdoor porch area with grill. You must provide your own charcoal. Also included are 10 round, 60" tables, up to four, 8' rectangular banquet tables, approximately 60 indoor chairs and the 12 square, 46" picnic tables located in the outdoor porch area. All provided chairs, tables, etc. **may not** be used outside. Any items used or missing will be assessed through your damage deposit on a case-by-case basis.

8 round tables with 5 chairs at each table will be set up upon your arrival. You will find additional round tables and chairs in the mechanical room and banquet tables can be found in the kitchen room.

ALCOHOL

Consumption and display of beer, cider and wine is permitted in the City parks and Park Shelters. No hard liquor is permitted in City parks or Park Shelters. No sale or distribution of alcohol as part of a commercial transaction is permitted in City parks or park shelters except by the holder of a valid liquor license and with prior written approval from the City Manager. All beverages must be served in cans, plastic bottles, or plastic cups only. NO GLASS! Please refer to the [City Parks ordinance](#) with any questions.

NO SMOKING

The entire Lakefront Park Pavilion is a **smoke free facility**. Renters are responsible for ensuring that members of their group do not smoke within any area of the building.

AMPLIFIED MUSIC/SOUND

Renters planning on having outdoor amplified music and 50+ attendees at the event, must read [Ordinance No. 307](#) and fill out the [Public/Private Gathering Application Form](#) that can be found on the city website www.PriorLakeMN.gov under Licenses and Permits.

PARK USERS

Please be aware that Lakefront Park remains open to the public during your event. Other activities, rentals, sporting events, and parking congestion may occur. Rental groups are not allowed to reserve any parking spaces. If you have questions regarding other scheduled park activities, please call. "Private Party" signs are available in the mechanical room at the pavilion for your group to place outside the Pavilion during your rental. Please make sure to return the signs upon rental completion.

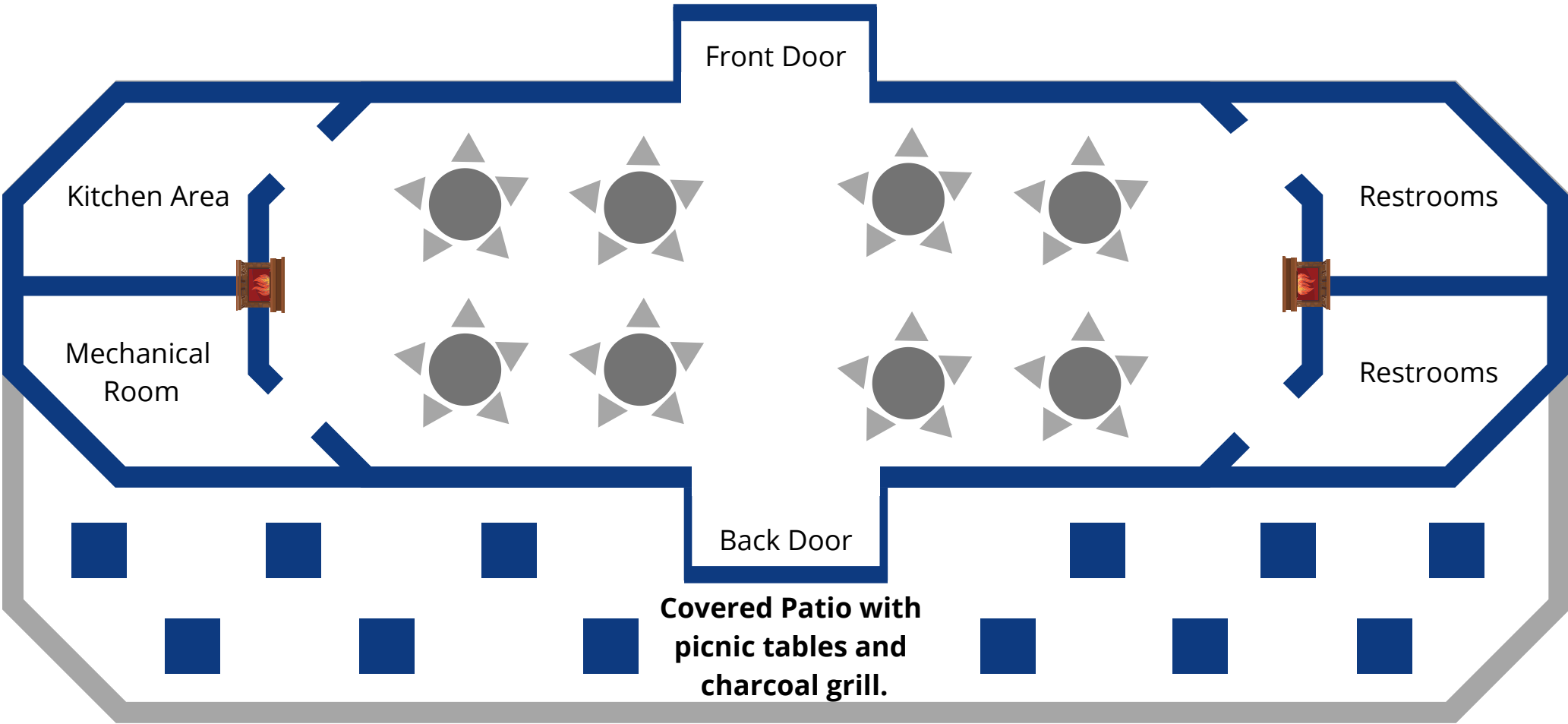
CONCLUSION OF THE RENTAL

Your rental must conclude during the designated times on your permit, this includes your event clean up. Your group is required to return the Pavilion to the original condition which includes the following:

1. Remove all items that were brought into the building.
2. Vacuum **all** indoor carpeted areas including entryways (vacuum is located in the mechanical room).
3. Empty **all** indoor trash containers, **including restroom trash**, placing the contents in the large trash barrels outside the building and replacing the trash bags (supplied in concession area).
4. Clean off tables and any soiled carpet areas and return all tables and chairs to the original configuration. **(Cleaning products are not supplied).**
5. Remove all items from fridge and freezer. Make sure fridge/freezer are wiped down and clean
6. Return TV remote to fireplace mantel.
7. Ceiling fans, lights and fireplaces are turned OFF.
8. Bathroom areas are swept, picked up and left in good condition.
9. City supplied signs returned to the mechanical room.
10. Doors are all CLOSED and LOCKED. **Entering the facility outside of your rental date and times will be classified as trespassing.** Your rental must conclude during the designated times on your permit.
11. Key card return: For your convenience, the key card can be dropped off in the water bill drop box located in front of Prior Lake City Hall, 4646 Dakota Street SE. Your damage deposit will be forfeited if we do not receive the key card within 48 hours of the conclusion of your rental or the building is not left in good condition.



LAKEFRONT PARK ENCLOSED PAVILION



Main Room, 32' x 40', measured from door to door & fire place to fireplace

▲ INDOOR CHAIR

● INDOOR TABLE

■ OUTDOOR PICNIC TABLE