



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
nwheeler@ci.ham-lake.mn.us

Name/Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

____ Lion's Park – 1220 157th Ave NE (includes small shelter, large shelter and indoor restrooms)

____ Ham Lake Park – 1843 153rd Ave NE (outside shelter, indoor building and indoor restrooms)

Date of Event: _____ Time of Rental: _____ to _____

Type of Event: _____ Number of Guests: _____

Ham Lake Resident: _____ Non- Resident: _____ Non-Profit Group: _____

Fees	Weekday (M-Thurs)	Weekend (Fri-Sun)	Deposit
Resident	\$ 50.00 + tax = \$54.06	\$100.00 + tax = \$108.13	\$150.00
Non-Resident	\$100.00+ tax = \$108.13	\$175.00 + tax = \$189.22	\$150.00
Non-Profit	No Fee	No Fee	\$150.00

Rental Fee: _____ Check # _____ Receipt # _____

Damage Deposit: _____ Check # _____ Receipt # _____

Security/Damage Deposit must be paid 14 days or more prior to the date of the reservation. The deposit will be refunded when the key has been returned and an inspection of the facility has been done to determine that it is clean and free of damage. We accept cash, check or cards. If paying by card, there will be a 3% convenience fee added to the cost.

Keys for the shelter/restrooms can be picked up at City Hall during regular business hours three days prior to the rental and must be returned within three days after the rental.
Monday-Thursday 7:00 am to 4:30 pm. Fridays 7:00 am to 11:00.

Cancellations – A full refund of the rental fee and security/damage deposit will be made if the reservation is cancelled, in writing, 30 or more days prior to the reserved date. If a reservation is cancelled less than 30 days prior to the reserved date, no refund will be issued.

***Note:** Soderville Blaine Athletic Association (SBAA) may already have the restrooms open for use if they are having ball games being played at the ball fields and will still be available for their use. Please make sure to lock the restrooms if SBAA is no longer at the ball fields. This will help insure that you receive your deposit back.

No smoking or alcohol is allowed in City Parks. Park hours are 7:00 a.m. to 10:00 p.m.

Applicant Signature: _____ Date: _____

City Staff Signature: _____ Date: _____

Key picked up on: _____ Key # _____ Key returned on: _____

RULES IN REGARD TO THE INDOOR BUILDING AT HAM LAKE PARK:

- Hanging anything from the walls or ceiling is not allowed.
No tape, glue, tacks, nails, etc.
- No smoking or alcoholic beverages are permitted at the park.
- All garbage must to be picked up and placed in the provided trash receptacles.
- Tables are to be wiped clean after use.
- Floor needs to be swept or vacuumed.
- If you use the gas fireplace, make sure it is turned off before you leave.
- If you open any windows, make sure they are closed before you leave.