



City of Hastings Parks & Recreation

920 W 10th St, Hastings MN 55033

Ph: (651) 480-6175

Fax: (651) 437-5396

Web: www.ci.hastings.mn.us



“Creating Community Through People, Parks, and Programs”

Hastings Lions Club and City of Hastings Party Wagon 2011 Reservation Application and Procedure

“The purpose of the Party Wagon is to encourage neighborhood residents to organize block parties and provide an opportunity for people to get to know their neighbors.”

Important Dates:

- March 1st Block Party Applications Processed
March 3rd Individual Gathering Applications Processed
March 7th All Other Applications Processed on Availability Basis

Block Party – A neighborhood gathering, located within the City of Hastings, of at least five families who reside in the same neighborhood.

Individual Gathering – A property owner, located within the City of Hastings, who is hosting a private event (i.e. birthday party, graduation party, family reunion, etc.)

Reservation Procedure:

1. Submit a completed application form and applicable fees (if any) to the Hastings Parks and Recreation Department. A \$200 refundable deposit check is also required of all applicants at the time of request.
2. If requested date is available, a confirmation letter and receipt will be sent to you either by mail or email, if provided.
3. If possible, applicants are encouraged to list alternate dates.
4. If requested dates are not available, all fees and damage deposit will be returned promptly.
5. Application requests must be made at least five working days prior to requested date.

General Information:

1. Block Party applications received through February 28th will be processed in random order on March 1st beginning at 9:00 AM.
2. Individual Gathering applications received through March 2nd will be processed in random order on March 3rd beginning at 9:00 AM.
3. **The Party Wagon is available for any resident of the City of Hastings to utilize *within the City of Hastings boundaries*.** This does not include townships.
4. **The Party wagon is available for use Sundays through Saturdays from May 7, 2011 through September 30, 2011.** The Party Wagon will be brought to your party and picked up by a City of Hastings staff member.

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Civic Arena

2801 Red Wing Blvd.

Ph: (651) 480-6195

Fax: (651) 437-4940

Aquatic Center

901 Maple Street

Ph: (651) 480-2385

Fax: (651) 437-5396

5. No reservations for the Party Wagon will be accepted over the phone.
6. The grantee of use permit shall be liable for any loss or damage to the Party Wagon and its contents.
7. The grantee of the use permit shall not transfer or relinquish said permit to another person or group without written permission of the Parks and Recreation Director or an appointee.
8. Only City representatives can transport the Party Wagon. After the Party Wagon is set in a location for an event, the Party Wagon may not be moved.
9. The City of Hastings has the authority to revoke a permit upon evidence of a violation of stipulated conditions on this permit or of a City ordinance.
10. Please dispose of all debris and other party supplies in your own trash receptacles at the conclusion of your party. Please do not leave any debris in the party wagon. Thank you!

Delivery of Party Wagon:

Arrangements will be made approximately one week prior to the event. The Party Wagon will be delivered the day of your event, and picked up the following day. The person who reserved the party wagon or a representative must be present for both drop off and pick up to verify the inventory and overall condition of the Party wagon.

The party wagon will be parked on a level gravel or paved street or driveway. No special requests for placement of the Party Wagon will be honored. The City is not responsible for damage to private property.

Block Party Applicants:

If your neighborhood would like to request to block off a street, you must bring your request before the City Council. Please fill out the form "Block Party Application" at least 2 weeks before your scheduled event and return with your application. Your request will be forwarded to the Assistant City Administrator, Melanie Mesko-Lee (651- 480-2326) who will place your request on the council agenda.

Rental Fees:

Block Party	\$30 + tax (\$32.14)
Individual Gathering Weekday (Mon – Fri)	\$36 + tax (\$38.57)
Individual Gathering Weekend (Sat or Sun)	\$50 + tax (\$53.56)

All applicable fees are non-refundable rain or shine

Cancellation Procedure:

Cancellations if done seven (7) days in advance will result in a 50% refund of any applicable fees. No refund will be issued if the cancellation is made less than seven (7) days prior to the scheduled event.

Damage Deposit:

A separate \$200 damage deposit in the form of a check must accompany the application form. The check will be held, un-cashed, until the Party Wagon has been inspected by a Parks and Recreation Department employee. Upon completion of the inspection and no damage, theft or other loss of equipment is discovered; your check will be returned to the party organizer or the name on the check. If it is discovered there is damage to, theft or loss of equipment or contents, the damage deposit check will be deposited and the amount of the replacement expenses deducted from the deposit amount. If the damage, theft or loss of equipment is greater than the deposit amount, no refund of the deposit will be issued.