



# Picnic Facility Permit Application

City of Crystal – Recreation Department  
4800 Douglas Drive North  
Crystal, MN 55429  
Phone: 763-531-0052  
Fax: 763-531-0949

*This form must be completed and submitted with your picnic reservation fee prior to the requested date. A permit will be issued provided there is no scheduling or policy conflict pertaining to the date or facility requested. Dates may not be reserved until a Picnic Facility Permit Application has been approved by City staff. PLEASE NOTE: No application will be considered complete unless submitted with the applicable picnic reservation fee. FEES MAY NOT BE WAIVED for non-profit organizations.*

## Organization / Applicant Information

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Is:

- A City of Crystal Resident or Business
- A Non-Resident or Business

## Reservation Information

Facility Requested: \_\_\_\_\_

Date/Dates Requested: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Time Slot Desired:  11 - 4 pm  5 - 10 pm

Description of Use/Event: \_\_\_\_\_

Type of Food Served: \_\_\_\_\_

Will Alcohol be Served:  Yes  No **\*Additional Form/Fee Required\***

## Applicant Signature

The person(s) and or organization(s) using City of Crystal Facilities, by signing and accepting this permit application, agree to indemnify, defend, and hold harmless forever the City of Crystal for any damages to City property by any participant or public involved and agree to assume all liability for injury or death of any participant or public involved. Any damage to facilities or equipment shall be reported immediately. I hereby certify that I am an agent of the above-named organization and I am authorized to accept in their name the responsibility for observance of the rules and regulations of the City of Crystal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>		<b>Permit #:</b> _____
Picnic Facility Reservation Fee:		
Total Due: \$ _____	Date Received: ____/____/____	Cash/ Charge/ Check # _____
Permit Is:	<input type="checkbox"/> APPROVED <i>Staff Signature</i> _____	
	<input type="checkbox"/> DENIED for the following reason(s) _____	
Alcohol Permit Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	



# Picnic Facility Use Procedures

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*Permit requests will be accepted beginning in April*

## HAVE YOUR PICNIC IN THE PARK:

Gather your friends for a day or evening of fun and socializing. No alcoholic beverages permitted in parks unless by special permit. Four Crystal park shelters can be reserved for your picnic and party needs. Each shelter holds 40-50 people. Make reservations during regular business hours and at least a week in advance. Cost of reservations and permits is as follows:

**Reservation/Permit Fee :**       \$30/picnic shelter-resident  
  \$50/picnic shelter-non-resident

**Park Building Use:**               \$25 Fee & \$20 Deposit  
**Picnic Kit:**                         \$20 Fee & \$20 Deposit  
(picnic kit includes softball, bats, scoopball, volleyball, etc.)

\*\*\*submit 2 separate checks – 1 for the fee and 1 for the deposit\*\*\*

### Sites Include:

Bassett Creek Park, 32nd & Brunswick.....**2 shelters**  
North Lions Park, 61st & Louisiana .....**1 shelter**  
Lions Valley Place Park, 32nd & Jersey.....**1 shelter**

**Note: Refunds will not be given due to weather**  
**Taxes will be applied to all reservations/permit fees**

### Three additional sites are available for small groups/special events:

#### The Belzer Garden @ Bassett Creek Park, 32nd & Brunswick

This site is perfect for small wedding ceremonies and photo shoots. It can accommodate up to 30 people. Rates are as follows: Crystal Residents \$125 (3 hour event maximum). Non Residents \$175.00 (3 hour event maximum).

#### The Hagemeister Overlook @ Hagemeister Pond Preserve, 6427 41st Ave

This site is perfect for small wedding ceremonies, family gatherings and photo shoots. It can accommodate up to 30 people. Rates are as follows: Crystal Residents \$125 (3 hour event), \$250 (6 hour event maximum). Non Residents \$175.00 (3 hour event), \$350 (6 hour event maximum)

#### The Becker Park Pavilion @ 6225 56<sup>th</sup> Ave N.

This site is perfect for indoor/outdoor picnics, family gatherings and company functions. It can accommodate up to 60 people. Rates are as follows: Crystal Residents \$50 (4 hour event), Non Residents \$65 (4 hour event).

**Note: Refunds will not be given due to weather**  
**Taxes will be applied to all reservations/permit fees**

All Park Ordinances must be followed. Applications will be processed in the order received and are typically issued within 7-10 business days. Individuals will be contacted in the event an application is denied. The City has the right to reject and revoke all applications/permits. Note: Some dates and times may not be available.

**Cancellations:** If a permit is cancelled 7 days in advance of the starting date, a refund of fees paid will be made. Please note, there will be a \$5 cancellation fee placed on all cancellations. No refunds due to weather.

For more information, contact the recreation office at 763-531-0052.