

**Olmsted County Parks Facilities Use Agreement**

Oxbow Park Nature Center Birthday Party Rental

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email:  |  |
| Rental Date: |  |
| Birthday Child’s Name and Age: |  |
| Program animal choice: |  |

**General:** This agreement made between Olmsted County, acting through its Parks Department (“Parks”) and person/parties primarily responsible for the rental or event. All users must join in completing and signing a Birthday Party Space Rental Agreement prior to exclusive use of facilities indicated in this agreement.

Oxbow Park and Zollman Zoo activities run by County Parks staff take precedence over other requests for space; however, a confirmed rental will never be changed or cancelled. Rentals are subject to staff availability. Rentals can be made one year in advance. Should the rental activity not be consistent with the purpose of said birthday party, County Parks staff reserve the right to cancel the event following communication of the cancellation to the User(s).

**Contact:** Please email oxbow@olmstedcounty.gov or call 507-328-7340 to reserve

**Pricing:** $125 plus a $250 damage deposit. Must provide payment at time of reservation. Refund will NOT be given in event of a cancellation.

**Damage Deposit:** A damage deposit of $250 will be collected at time of reservation. A full refund of the deposit will be provided after completion of the event, provided no damage was done to the rental space.Damage and cost determined by Oxbow Park staff/manager.

**Time:** Birthday parties rentals run from 1:30pm – 4:00pm seven days per week. This includes set up and tear down time. Please plan accordingly.

**Naturalist Program:** Birthday party bookings come with an optional 15-minute live animal Naturalist presentation at 2:30pm.

**Capacity:** Up to 30 patrons, regardless of age. Located in Oxbow Nature Center “River Room C.”

**Cancellation Policy**: Cancellations may be made at any time; **refunds will NOT be given**.

**Renter responsibilities:** Renter may not transfer or sublet reservation. Renters must keep to the scheduled time of the reservation (1:30pm-4:00pm).

**Amenities:** Transport cart, fridge and freezer, sink, counter space, free Wi-Fi, tables and chairs, cleaning supplies, and waste and recycling containers.

**Set-up:** Oxbow Park will provide four round tables, 30 chairs, and one rectangular table. Set-up time is included in your rental timeframe (1:30-4:00). Please plan accordingly.

**Decoration & Room Alteration Guidelines:** Oxbow Park rental spaces are used primarily as classrooms. Displays and taxidermy must remain in place during birthday parties. All decorations, tables, storage, etc. for your event must be placed only in the rented space. Decorations provided by users must be removed as part of cleanup. **Use of materials that do not cause damage to surfaces is required.** No thumbtacks, staples or tape is allowed. Clip magnets are provided for hanging decorations/banners. To protect our park ecosystem, confetti, piñatas, rice, birdseed, glitter or party poppers may not be used. Signs and banners used outside of the rental space must be approved by Oxbow Park staff. Users must clean up all decorations and return the rented space to its original condition.

**Food and Beverage:** Renters may provide food or use a licensed caterer. Alcohol is not allowed in the rental space or nature center at any time. Rental space must be cleaned and put back to original condition.

**Alcohol/Tobacco/Vapes/Cannabis Products:** NO alcohol, tobacco products/vaping, or cannabis products are allowed in the rental space or Nature Center at any time.

**Sound Levels:** Users shall maintain event sounds at a decibel level that will ensure that other events and activities occurring elsewhere in the Oxbow Park Nature Center are not disturbed. Oxbow Park Manager, or his/her designee, reserves the right to require sound levels to be lowered if requested to ensure that no unreasonable disturbance occurs.

**Capacities:** All Parks buildings have a maximum occupancy established to comply with the Minnesota Fire Code, which may not be exceeded. Oxbow Park Manager, or his/her designee, reserves the right to deny further entry into these buildings to protect public safety if it determines that the maximum occupancy limits for an event have been exceeded.

**Reservation Confirmation**: A reservation is confirmed after a user signature is received via email or signed rental policy and payment is made as outlined in the Payment section. A signature indicates the User(s) have read this rental agreement, User(s) understand it, and agree to be bound by all terms and conditions of the rental agreement and applicable County Parks Rules and Regulations and Policies.

Renter Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oxbow Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_