

THANK YOU!

Thank you for your interest in hosting your next event with Plymouth Parks & Recreation. Included are many helpful details to assist you with planning your event. Please contact the Plymouth Parks & Recreation office if you have any additional questions at 763-509-5200 or recreation@plymouthmn.gov.



Reservation Time Blocks

Our locations are available for reservation in three convenient time blocks. Options are; 9:00 a.m. - 2:00 p.m., 4:00 p.m. - 9:00 p.m., and 9:00 a.m. - 9:00 p.m.



Shelter Policies

1. Every group using the facility must be under competent adult leadership. The organization or user group shall assume full responsibility for the group's conduct and for any damages to the building or equipment.
2. The use of alcohol or tobacco products is not permitted in the shelter building, in the parking lot, or surrounding park areas.
3. The City assumes no liability for loss, damage, injury or illness incurred by the users of these facilities.
4. All decorations, including streamers, signs and banners must receive prior approval by the Parks & Recreation Department. At no time should these items be attached to the walls using nails or tacks.
5. Access to the facilities will be set up electronically with doors that automatically unlock at your reservation start time and lock at your reservation end time.
6. Tables and chairs are available within the Park Buildings. You are able to set up the room however works best for your event. Renters will return all tables and chairs to the storage location within the buildings.
7. The City is not responsible for lost or stolen personal items.
8. Damage deposits will be refunded within one week of your event to the same method of payment used to make the reservation. A portion or all of the deposit may be held to cover any damages during your event.



Access to Facility

The shelter doors will be automatically unlocked for you; you will not need a key to access the facility. Doors will be scheduled to unlock at the beginning of your time block and at the end of your time block. Please contact the Parks & Recreation office if you only need the doors available during a portion of your reservation.



Cancellation Policy

To cancel a reservation you must contact the Parks & Recreation office at least 10 business days prior to your rental. A \$25 cancellation fee will be retained from your rental fee, and the remainder will be refunded back to you.

If your reservation was canceled due to inclement weather, please contact the Parks & Recreation office the next business day in order to receive a refund.



SHELTER RESERVATION FREQUENTLY ASKED QUESTIONS

PLEASE CONTACT PLYMOUTH PARKS & RECREATION IF YOU HAVE ADDITIONAL QUESTIONS.

WHO DO I CALL IF THERE IS AN ISSUE AT THE PARK SITE DURING MY RESERVATION?

Please call the Plymouth Parks & Recreation office at 763-509-5200 Monday - Friday, between 8-4:30pm. Outside of those hours, please call the Plymouth Creek Center at 763-509-5280.

CAN I BRING AN INFLATABLE/BOUNCE CASTLE?

Inflatables and bounce castles are able to be used in conjunction with a shelter/building rental at Bass Lake Park Building, Parkers Lake North Picnic Shelter, and Parkers Lake Park Building Pavilion. Renters must contact the Parks & Recreation office at least two weeks prior to the event to notify staff of their interest in using an inflatable or bounce castle. Renter must provide a copy of their insurance showing the City of Plymouth listed as an additional insured, having \$2 million General Aggregate and \$1 million Occurrence coverage.

CAN I BRING MY OWN FOOD?

You may bring your own food and beverages (non-alcoholic) to your event.

IS ALCOHOL ALLOWED?

Per City Code, possession or consumption of alcohol is not allowed in any City park.

CAN I SMOKE IN THE PARK?

Per City Code, possession or use of tobacco/chewing tobacco/e-cig is not allowed in any City park.

ARE PETS ALLOWED?

Dogs are allowed in City parks as long as they are on a leash. Please pick up and dispose of any dog waste.

CAN I HAVE A FOOD TRUCK ONSITE?

Food trucks are able to be onsite in conjunction with a shelter/building rental at Bass Lake Playfield, Parkers Lake North Picnic Shelter and Parker Lake Pavilion. Renters must contact the Parks & Recreation office at least two weeks prior to the reservation. Renter must provide the food truck's food license. Food trucks are only allowed to park within the parking lot; no trucks are allowed on grass or sidewalks.

CAN I BRING IN A DJ?

A DJ may be onsite during your reservation. Be sure to abide by the City Code's noise ordinance.

CAN I HOLD A CONCERT AT THE STAGE?

We would love to talk to you more about holding a concert. Please complete a Special Event Permit and return to the Parks & Recreation office.

CAN I BRNG A PROPANE GRILL?

No. Only charcoal grills onsite are allowed.

CAN I SET UP DECORATIONS?

Decorations can be brought along to your reservation. Staking of any kind is not allowed in the parks. Tape can not be used on the walls within the Bass Lake Building and Parkers Lake Building.

I'D LIKE TO RESERVE A PLAYFIELD/TENNIS COURT/VOLLEYBALL COURT AS WELL.

We have a variety of playfields available for rental near each park shelter. Field fees would apply.

CAN I BRING A MOVIE SCREEN?

You are more than welcome to bring in a movie screen during your event. Please note that there is no staking allowed within the parks. Your screen would need to be weighted down with weights, sandbags or similar. Electricity outlets are available at each site.

I'D LIKE TO HOLD A 5K/FUNDRAISER/BENEFIT EVENT.

We would love to hear about your event ideas. Please complete either a Race Event Request or Special Event Permit and return to the Parks & Recreation office at least 45 days prior to your event.

CAN I HOLD MY WEDDING/GROOM'S DINNER AT THE PARK?

Absolutely! Our sites are the perfect size for weddings, showers and groom's dinners.