

City of Cottage Grove Recreation Department
 8020 80th St. So. Cottage Grove, Minnesota, 55016
 Phone: 651-458-3400 Fax: 651-458-3444

EVENT RESERVATION FORM

Facility Requested: _____ Number of Guests/Teams (required): _____

Date/s Requested: _____ Time/s Requested: _____

Event Type (circle one): **Traveling Tournament** In-House Tournament Disc Golf Event Other: _____

Applicant Name: _____ Organization: _____

Applicant Address: _____ Phone: _____

Applicant E-mail Address (required to receive permit): _____

Fee Schedule	Class- 2 * City Events ERAA/CGAA In-House Events	Class- 3 * ERAA/CGAA Disc Golf Non-Profit	Class- 4 Resident	Class- 5 Non-Resident	Fee Detail
Facility Building/Fields	\$0	\$220 per day	\$420 per day	\$520 per day	
Lights (per hour)	\$20	\$20	\$20	\$20	
Dumpster** (0-15 teams = 4 yd.) (16 + teams = 8 yd.)	\$180 – 4 yd. \$347 – 8 yd.	\$180 – 4 yd. \$347 – 8 yd.	\$180 – 4 yd. \$347 – 8 yd.	\$180 – 4 yd. \$347 – 8 yd.	
Satellites** (Per Unit/Per Event)	\$52.50 (ADA-\$120)	\$52.50 (ADA-\$120)	\$52.50 (ADA-\$120)	\$52.50 (ADA-\$120)	
Clean-Outs (Per Unit/Per Day)	\$20	\$20	\$20	\$20	
Field Chalk	\$0	\$10 bag	\$10 bag	\$10 bag	
Event Staff (2 hr. minimum per event)	\$40 per hour (First 2 hrs. included)	\$40 per hour (First 2 hrs. included)	\$40 per hour (First 2 hrs. included)	\$40 per hour (First 2 hrs. included)	
Concession Fee	\$30 per event	\$30 per event	\$30 per event	\$30 per event	
**Satellite and Dumpster fees are subject to change based on incurred expense.				Sub Total	
*Class 2 & 3 must attach an ST3 form - Class 4 & 5 fees do not include tax (7.125%)				Tax	
				Total	

The persons and/or organizations using City of Cottage Grove facilities, by signing and accepting this permit, agree to indemnify the City of Cottage Grove for any damages to personal property by any participant involved and agree to assume all liability for the injury or death of any participant involved. The above fees are an estimation, which the Cottage Grove Recreation Department reserves the right to revise, at any point in time, based on the usage of the facility. As the official designated or the authorized user, I have read and agree to abide by the rules and regulations of the Cottage Grove Parks and Recreation Department and accept full responsibility for any damage done by those I represent.

Applicant Signature: _____ Date: _____

Office Staff: Rental Fee Pd Key Returned Key # _____ Permit # _____

CC#: _____ Exp. Date: _____ Sec. Code _____ (We do not except Discover)