



RIVERVIEW PARK GAZEBO RESERVATION RULES

Purpose: The City of Roseau provides the Riverview Park Gazebo (located at 203 3rd Avenue NE) for reservation and exclusive use by public and/or private events. Fees charged for reservation and exclusive use of the Gazebo site is \$50 for a city taxpayer and \$65 for a non-city taxpayer (The reservation fee is reduced to \$25 for city taxpayer and \$30 non-city taxpayer if rented in conjunction with the City Center Community Rooms). There is no charge for City sponsored events and the City Council reserves the right to waive the fee for any event. Contact the Roseau City Clerk’s Office for the reservation schedule and information with regard to reserving the Riverview Park Gazebo and grounds (463-1542).

Use: Use of the Riverview Park Gazebo is limited to events deemed appropriate for the construction and design of the facilities. All users are responsible for any damages to the building or grounds as a result of any activity or event held in the gazebo or common areas. Users of the gazebo and adjacent grounds are responsible for policing the use of the facilities during any events.

Decoration: Decoration of the gazebo is allowed but limited to items which do not physically mar any of the structure’s surfaces. **NO NAILS, TACKS, PAINT, TAPE OR OTHER ADHESIVES SHALL BE PLACED IN/ON THE TIMBERS.** The City also prohibits use of any hazardous materials, explosives or open flames (FIRE PITS, TORCHES, OR OTHER FIRES) within the gazebo structure. Candles or lanterns entirely contained within a fireproof container may be used.

Tables, Chairs and other Set-up: The City does not provide its tables and chairs for outdoor use. Any tables, chairs or other items used for an event must be provided, set up, taken down, removed and monitored by the party reserving the gazebo.

Security: The City of Roseau does not provide security or supervision of the gazebo site prior or during events. Lost, stolen or damaged items are not the responsibility of the City of Roseau

Hours: The Riverview Park Gazebo may be reserved for events between the hours of 8:00 am and 10:00 pm. Persons reserving the Riverview Park Gazebo are asked to respect others desiring to use the park and reserve the Gazebo for minimum amount of time required for the event.

Set-up & Clean-up: Each user is responsible for their own set-up and tear-down at the gazebo site. City staff will inspect the gazebo site prior to a scheduled event to make sure the area is clean and mowed. However, the City cannot make guarantees of site condition because the park is open to the public. The City will place signage at the gazebo prior to an event indicating that the site is reserved for a particular time. All of the remainder of the set-up is the responsibility of the gazebo user. After the event is over, any and all items set-up shall be taken down and removed. Any trash shall be picked-up and removed and placed in the dumpsters provided on the west side of the City Center.

Acknowledgement: By the following signature I acknowledge that the City of Roseau has provided me with a copy of the rules for use of the Roseau Riverview Park Gazebo. Furthermore, I have read these rules and agree to abide by them and inform others using the gazebo of the rules and ensure their compliance with these rules.

Signature-Responsible Party_____ Date_____

Printed Name:_____ Contact Number _____

Event Description:_____

Event Date:_____ Time of event:_____

Special Instructions/Notes:_____

Fee Charged _____ Fee Paid _____ Date:_____