

# Bass Lake Park Building Reservation Information

Thank you for 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 at 763-509-5200 or [recreation@plymouthmn.gov](mailto:recreation@plymouthmn.gov) if you have any additional questions prior to your reservation.

## Building Policies

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1. Group using the facility must be under competent adult supervision. 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 tobacco products is not permitted in the shelter building, in the parking lot, or surrounding park areas. Renters are able to serve alcoholic beverages during their event with an administrative permit. To obtain permit, please contact the Parks & Recreation office at least two weeks prior to your event.
3. The City assumes no liability for loss, damage, injury or illness incurred by the users of these facilities. The City is not responsible for lost or stolen personal items.
4. Decorations can be used during your rental. Clear tape, duct tape, or similar cannot be used in the park building. Blue painters tape is an approved tape option. Nails and tacks are not allowed.
5. Staking of any kind is not allowed in the parks. All items and decorations used must be removed and disposed of properly.
6. Eight (8) tables and fifty (50) chairs are available in the Storage Room within the Park Building. You are able to set up the room however works best for your event. Renters must return all tables and chairs to the storage location when done.
7. 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.
8. Please clean up after your rental. Wipe down any tables or chairs used and return to their original location. Sweep floors and clean up any spills. Remove all decorations, tape, string, or any other materials used to secure decorations. Bag all garbage. Turn off all lights. Close all windows. Pull each outside door completely shut.
9. Per City Ordinance 805.09 (subd. 13): No person, group, association or organization can operate business in the park without obtaining a permit. Parks and Recreation reviews permit requests to determine use. This includes selling items, or offering a service (for free or at a cost) on park property.

## Access to the Building

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The building 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 start of your reservation and lock at the end of your reservation. Please contact the Parks & Recreation office if you only need the doors available during a portion of your time block.

Access is available into the building through the main doors facing the parking lot. An accessible trail is available to use from the parking lot to the main entrance door.

Should your event end early, please call 763-509-5200 to notify a member of our staff so that we can lock the building right away. As stated in Building Policies above, the organization or user group shall assume full responsibility for any damages to the building or equipment.

## Cancellation Policy

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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 severe weather, please contact the Parks & Recreation office the next business day in order to receive a refund. Rentals are not refunded for rain.

**Plymouth Parks & Recreation**

763-509-5200 | [recreation@plymouthmn.gov](mailto:recreation@plymouthmn.gov) | [www.plymouthmn.gov](http://www.plymouthmn.gov)

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## Inflatables/Bounce Castles

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Inflatables and bounce castles can be used in conjunction with your reservation. Renters must contact the Parks & Recreation office at least 2 weeks prior to the event to notify staff of their interest. 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.

Staking is not allowed in any of our parks. Any inflatables or bounce castles must be secured using weights or other weight-bearing methods.

## Food Trucks

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Food trucks are allowed in conjunction with your reservation. A \$30 permit fee and copy of food license is required at least two weeks prior to the event. Food trucks must remain in the parking lot and are not able to drive or park on any trails or grass.

## Parking

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The parking lot can be accessed via the entrance to the park on Northwest Blvd.

## Serving Alcohol

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An administrative permit is available at no cost to allow for alcoholic beverages to be served at your event. Indicate during your reservation if alcohol will be served by answering the series of related questions during the reservation process. A permit will be sent to you along with your reminder email prior to your rental event date. If you did not request the permit (by answering the questions) while making your initial reservation, please contact the Parks & Recreation office at least two weeks prior to your event to include the permit with your event.

To sell alcoholic beverages at your event, you must apply for and be approved for a temporary on-sale liquor license and follow MN State Statute 340A.