



Rules and Rental Fees For Use of City Shelters, Buildings and Park Property

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Reservation Period

- Reservation dates for **January 1-April 30** of the upcoming year open on **August 15** of the current year.
- Reservation dates for **May 1-December 31** of the upcoming year open on **the first business day in January** of that year for residents, **March 1** for non-residents

2025 (current year)		2026 (upcoming year)		2027 (upcoming year)	
August 15, 2024	Reservation dates Jan. 1-Apr. 30, 2025 open for Lakeville residents and non-residents.	August 15, 2025	Reservation dates Jan. 1-Apr. 30, 2026 open for Lakeville residents and non-residents.	August 15, 2026	Reservation dates Jan. 1-Apr. 30, 2027 open for Lakeville residents and non-residents.
1st Business Day January, 2025	Reservation dates for the entire year including May 1-December 31, 2025 open for Lakeville residents.	1st Business Day January, 2026	Reservation dates for the entire year including May 1-December 31, 2026 open for Lakeville residents.	1st Business Day January, 2027	Reservation dates for the entire year including May 1-December 31, 2027 open for Lakeville residents.
March 1, 2025	Reservation dates for the entire year including May 1-December 31, 2025 open for non-residents.	March 1, 2026	Reservation dates for the entire year including May 1-December 31, 2026 open for non-residents.	March 1, 2027	Reservation dates for the entire year including May 1-December 31, 2027 open for non-residents.

John Hennen Pavilion Rental Policy & Fees

John Hennen Pavilion	
5-Hour Block	
9 a.m.-2 p.m or 4-9 p.m.	
Resident	\$500
Non-Resident	\$580
All Day Block	
9 a.m.-9 p.m.	
Resident	\$1,000
Non-Resident	\$1,160
Additional Hour(s) where available, 2-4 p.m. IS NOT available between blocks excluding all-day rentals	
Resident	\$100/hour
Non-Resident	\$120/hour
Security Deposit (refundable)	
\$200	
Additional Fees	
AV Rental (bluetooth & audio)	\$50
Microphone Rental	\$50
Improperly Securing Building (Police Call-out)	\$100

- Amenities**
- Large sliding doors that open creating indoor/outdoor space
 - Use of kitchen - sink, refrigerator, freezer
 - Serving counter
 - Tables and chairs (12 60-inch rounds, 3 24-inch by 72-inch rectangles, 120 chairs)
 - 98" television screen
 - USB and HDMI plug-in
 - Free Wi-Fi
 - Bring your own food, no catering restrictions
 - Bring your own beer & wine

1. Age Requirement: Must be 25 years of age to rent the John Hennen Pavilion.

2. Security Deposit: A refundable \$200 security deposit applies to all rentals. Security deposits will be used to offset expenses incurred from damage to the facility or overages in rental times. If no damages are incurred or other stipulations outlined in the rental agreement are violated (not following alcohol policy, inappropriate use of the facility or its amenities, behavior that is otherwise deemed inappropriate by Parks and Recreation staff) the security deposit will be refunded within 30 days following the end of the rental period. If damages or violations are incurred, the organization/individual agrees to fully reimburse the City of Lakeville upon demand for any amount exceeding the original security deposit. This includes any and all damages to, including the loss of, the building, furniture, equipment, fixtures, grounds or any other property, real or personal, owned, used or operated by the Lakeville Parks & Recreation Department at Antlers Park, due to any act or omission of the members, representatives, employees, patrons, invitees or guests of the Organization/Individual using the facility. Additionally, the renting organization/individual will forfeit their security deposit if any violation of rules and guidelines within this policy occurs.

3. Building Access: A key card must be picked up from City Hall (Mon.-Fri. 8 a.m.-4 p.m.) no more than two days prior to the reservation date. In the event that the key card is not returned to the Parks and Recreation Department, a \$25 fee will be assessed. Key cards are only issued for the reservation period and under no circumstances is the renting organization/individual to enter the facility outside of their designated rental period. All doors must be secured by the renting organization/individual. \$100 police call out fee will be assessed in the event that the facility is left unsecure.

4. Tech Rental: Access to the facility's audio via Bluetooth requires an access code to be issued by the Parks and Recreation Department, the fee for this is \$50. Microphone rental is \$50, the equipment must be picked up from City Hall Mon.-Fri between 8 a.m. and 4 p.m. In the event the AV equipment is damaged, the renting organization/individual forfeits their \$200 security deposit.

5. Cancellation Policy: The renting organization/individual agrees and understands that in the event of a cancellation, **ninety (90)** days' notice must be given in order for 50% of the rental payment and full security deposit to be returned. If less than 90 days' notice is given, Lakeville Parks and Recreation will retain the full rental fee payment (which includes rental of AV equipment) and refund the full security deposit.

6. Pyrotechnics: The use of pyrotechnics, open flames or other combustible materials within the facility is strictly forbidden.

7. Decorations: All decorations must be free-standing on the floor or tables and not adhered to any surface inside or outside of the building. Ladders are not provided, all decorations must meet fire code regulations. The following is prohibited:

- Confetti and/or glitter
- helium balloons
- nails or screws
- tape, Command© strips, glue dots or similar adhesive materials
- candles
- alteration of electrical circuits
- chalk on sidewalks or trails

8. Setup: Renting parties are responsible for their own setup, tables and chairs are located in the main storage room and should be put back after each reservation. The tables and chairs inside of the pavilion may not be used outside. **The pavilion is monitored by cameras, the renting organization/individual immediately forfeits their full security deposit for entering the pavilion before their reservation time or leaving after their reservation time.**

9. Capacity: The pavilion maximum capacity is 150. Seating capacity is 72-96 depending on how the room is set-up. The patio can hold 50 additional with standing area.

10. Tents: Ten by ten tents are allowed with a park reservation, maximum of two tents per regular park reservation. Tents must use weights only unless they will be in place multiple days or have approval by Parks & Recreation Staff. With permission, 6" stakes may be used.

11. Cleanup: The renting organization/individual using the facility shall clear all areas after use unless otherwise approved by Parks and Recreation Staff. The Lakeville Parks and Recreation Department is not responsible for any items left beyond the contracted rental period. The Renting Organization/Individual shall also leave all areas in a clean and orderly condition at the end of the term of this agreement. If areas are not cleared and/or cleaned within the contracted time period, fees will be charged accordingly. **All trash and recycling must be removed from the pavilion and placed in the dumpster adjacent to LBC on the Lake. Bags should be securely tied and not leaking.**

12. Conduct: The renting organization/individual is responsible for the conduct of its guests, representatives, and workers while in the pavilion. The renting organization/individual understands that their group cannot impede or prevent access to any public areas of the park including the sidewalks, trails, plaza, firepit, parking lot and/or restrooms.

13. City, County, State and Federal Laws: All Organizations/Individuals using the John Hennen Pavilion to conduct any performance, public or private meeting or in giving any lecture, concert, class or other event shall conform to, comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of Dakota County, the City of Lakeville and the regulations of the Fire Department, Health Department and Police Department.

14. Subcontracting: Renters may not subcontract any space in the John Hennen Pavilion.

15. Light, Heat, Water, Ventilation: The Lakeville Parks and Recreation Department shall furnish light, heat, AC, water and ventilation.

16. Fire Codes: The Renting Organization/Individual shall not transact or allow the transaction of any business on the premise, or keep thereon, anything which will increase the risk of fire or conflict with the provisions of the insurance policies on the building or any part thereof. No fog machines are allowed in the building.

17. Indemnification, Hold Harmless, Defense: I understand that my use of the John Hennen Pavilion is voluntary and that I am using it for my benefit only. I agree that my use of the John Hennen Pavilion is undertaken at my own risk, and that the City of Lakeville will not be liable for any claims, injuries or damages of whatever nature incurred by me, members of my organization, or guests of my event due to the negligence of members of my organization, guests of my event or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Lakeville Parks and Recreation Department, the City of Lakeville, its agents or employees from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Lakeville Parks and Recreation Department and the City of Lakeville from any claims, injuries or damages of whatever nature arising out of, or connected with, my use of the John Hennen Pavilion. I also agree to reimburse the City of Lakeville for any damage, breakage, maintenance or theft of equipment beyond the security deposit figure, if so warranted.

The Renting Organization/Individual understands and agrees that the facility rental is subject to all rules and regulations of the Lakeville Parks and Recreation Department and will conform to said rules and regulations and be bound thereby. No provisions of these rules and regulations will be waived, except with advance approval, in special cases and for good cause, and then only by written memorandum attached to the reservation receipt and signed by an authorized representative of the Lakeville Parks and Recreation Department.

Food Trucks

1. Food trucks/trailers must stay in designated food truck parking area. Guests will need to walk to those areas to access food from food truck/trailer. Food trucks catering specifically for a reservation are asked to not sell to the general public.
2. No driving on sidewalks or trails within Antlers Park.
3. Food trucks must be licensed by the City of Lakeville Fire Department.

Food Catering Policy

1. The catering kitchen at the pavilion is intended for catering purposes only. This area is not intended to be used for cooking any food products.
2. Catering areas must be left in a clean condition following each event. Garbage must be removed and placed in the dumpster in the parking lot.
3. Caterers are responsible for all table coverings, plates, silverware, serving utensils, and glassware.
4. The caterer shall comply with all laws and regulations related to the preparation and disposal of food and shall procure at its own expense all permits and licenses required by law or regulation for the operation of catering services. **The caterer will furnish the City of Lakeville with a copy of the applicable permits or licenses.**
5. The caterer agrees that they will at all times, have and keep in force, at its expense, workers' compensation and employers' liability, automobile liability and professional liability insurance covering any injury caused by act or omission on the part of the caterer in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the caterer.
6. The caterer shall be deemed to be an independent contractor and not an employee of the Lakeville Parks and Recreation Department or the City of Lakeville. Any and all agents, servants or employees of the contractor or other persons, while engaged in the performance of any work or services required to be performed by the Lakeville Parks and Recreation Department, or the City of Lakeville, its agents, servants, employees or other persons, shall in no way be the obligation or responsibility of the Lakeville Parks and Recreation Department or the City of Lakeville. The contractor, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of the Lakeville Parks and Recreation Department or the City of Lakeville.
7. The caterer further agrees to defend and hold harmless the Lakeville Parks and Recreation Department and the City of Lakeville from any claims, demands, actions or causes, or action arising out of any performance of, or with relation to, the work or services provided to be performed or furnished by the caterer under the terms of this agreement.

Alcohol Policy

Alcohol beverages (**beer and wine only**) may be served at activities and events held at the John Hennen Pavilion according to the following guidelines:

Consumption and display of beer and wine is permitted in the city parks and park shelters/facilities, (Ord. 908, 6-3-2013). No hard liquor is permitted in city parks or park shelters/facilities. No sale or distribution of alcohol as part of a commercial transaction is permitted in city parks or park shelters/facilities except by the holder of a valid liquor license or a licensed caterer. All beverages must be served in cans, plastic bottles, or plastic cups only. **NO GLASS! (Ord. 443, sec. 1, 8-5-1991)**. Please refer to the City Parks ordinance with any questions.

1. All Renting Organizations/Individuals distributing and/or consuming alcohol outdoors at the John Hennen Pavilion must comply with and abide by all Federal, State and Municipal laws and ordinances and should contact the City Clerk's office for licensing.
2. Alcohol must stay in and around the pavilion building. The Renting Organization/Individual will be responsible for making sure its guests follow this policy.
3. Violation of the rules set forth in this policy may result in the denial of future rental requests, cancellation of future reserved space at the John Hennen Pavilion and forfeiture of the security deposit.
4. Alcoholic beverages that are purchased from Lakeville Brewing Company must stay in their fenced patio area and cannot be taken into the pavilion or greater park area.

John Hennen Pavilion Frequently Asked Questions

Who is responsible for room set-up?

The renting party is responsible for set-up and take-down, please buffer in time during your rental time period.

Can I add additional hours to my reservation?

Yes, where available, the 2-4 p.m. maintenance buffer **cannot be reserved** between rental blocks. Reservations cannot start earlier than 7 a.m. For additional hours, please contact that office at 952-985-4600.

Do I need to bring my own cleaning supplies?

Cleaning supplies including paper towels, surface spray, dry and wet mops and garbage bags will be available underneath the kitchen sink for use.

Is use of the patio and firepit part of the pavilion rental?

The patio and firepit are available to use on a first come, first served basis and are open to all parkgoers. Renters cannot block public right of ways including trails and sidewalks.

Does the building have air conditioning?

The building is equipped with heat and AC, the thermostat is pre-programmed. If the HVAC is not working as intended, there is an override switch.

Is there wi-fi access in the pavilion?

Yes, the pavilion does have wi-fi access: **Lakeville Public Wireless (LPW)**. No password required.

Is liquor allowed in the building?

Consumption and display of beer and wine is permitted in the city parks and park shelters/facilities, (Ord. 908, 6-3-2013). No hard liquor is permitted in city parks or park shelters/facilities. No sale or distribution of alcohol as part of a commercial transaction is permitted in city parks or park shelters/facilities except by the holder of a valid liquor license or a licensed caterer. All beverages must be served in cans, plastic bottles, or plastic cups only. **NO GLASS! (Ord. 443, sec. 1, 8-5-1991)**. Please refer to the City Parks ordinance with any questions.

Can I have a caterer or food truck?

Catering is permissible, food trucks must stay in the designated food truck parking area.

Can we bring our own grills?

Yes. The grill(s) needs to be self-contained and drip proof. Grill(s) need to go on the grassy area in front of the patio area (west side of building). Grill(s) need to be walked to patio area. No driving on pathways.

How many outlets are in the kitchen area?

A total of eight. One on the side wall. Three under the serving counter and four along the sink wall.

Who should I call for after-hours assistance?

In the event of a facility/park related maintenance emergency that can not wait until normal business hours, including mechanical failures, electrical or HVAC outages or plumbing emergencies, please call 952-985-4699. All other park emergencies should be directed to 911.

City of Lakeville Parks and Recreation Department Facility Usage Release and Indemnification Agreement

As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I acknowledge, understand, and agree on behalf of myself and my organization, group, or business:

1. Use of the facility includes the risk of serious bodily injury or death including, but not limited to, possible exposure to and illness from infectious diseases; and
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releasees or others, and assume full responsibility for my use of the facility; and
3. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, and my organization or group hereby release and hold harmless the City of Lakeville, and its officials, officer's, agents, volunteers and employees ("Released Parties"), from liability for injuries or damages, including any losses caused by the negligence or strict liabilities of the Released Parties. I further agree on behalf of myself and my organization or group to protect, indemnify, and hold harmless the Released Parties from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of these facilities. This agreement is specifically binding upon my spouse, heirs and assigns, and on the spouses, heirs or assigns of any member, employee, or participant of my organization of business. This agreement to release and indemnify the City does not apply in the event of the City's gross negligence or willful and wanton misconduct. I warrant that I am authorized to enter into this agreement on behalf of my organization, group or business. Further, I agree and acknowledge, on behalf of myself or my organization, group, or business and as a condition to use of the park or recreational facility as follows: I am responsible for reimbursing the City for any loss or damage to the park or recreational facility occasioned by, or in connection with the use of the City Property. Use of the park or recreational facility is subject to the conditions, rules, regulations and policies set forth by the City of Lakeville for such use and I have been given a copy of such conditions, rules, regulations or policies and agree to comply with the foregoing. I am responsible for clean-up of the park and facilities following use, including the pick-up and proper disposal of all trash, litter or other debris left on the park or recreational facilities following use; and
4. I acknowledge that **driving on the trails for any reason including loading/unloading, dropping off guests or goods and/or vending is strictly prohibited and will not be allowed under any circumstance; and**
5. I have read and understand the Lakeville Parks and Recreation Alcohol Policy, Consumption and display of beer and wine is permitted in the city parks and park shelters/facilities, (Ord. 908, 6-3-2013). **No hard liquor is permitted in city parks or park shelters/facilities. No sale or distribution of alcohol as part of a commercial transaction is permitted in city parks or park shelters/facilities except by the holder of a valid liquor license or a licensed caterer. All beverages must be served in cans, plastic bottles, or plastic cups only. NO GLASS! (Ord. 443, sec. 1, 8-5-1991). Please refer to the City Parks ordinance with any questions.**

I understand that driving on the trails is prohibited: Yes Initial:

I understand that hard liquor and glass is prohibited: Yes Initial:

By signing this agreement, I declare that I have read, understand and agree to all of the terms and condition of this Agreement. **I acknowledge that failure to comply with the polices outlined in this waiver and the John Hennen Pavilion Rental Policy could result in loss of my \$200 security deposit.**

Permit Holder Signature:

Date:

Event FAQ

Most private events will require a shelter reservation and may require additional city permits. If you are unsure of what type of event your gathering is, please call City of Lakeville Parks and Recreation (952) 985-4600 and we would be happy to provide initial guidance and suggestions.

Parties & Picnics in the Park

Birthday parties, company picnics, retirement parties, religious ceremonies and other small gatherings that are considered a part of the normal course of business at a park may require a facility reservation but in general are not subject to additional stipulations.

Special Events

A Special Event is an event whether indoors or outdoors, that is held on public property, streets or trails that can reasonably be expected to cause a public gathering that is not a part of the expected daily activity at the location. Special Events require approval from the City and a City issued permit. Special Events can include but are not limited to: Walks/runs/athletic races, bike rides, dances, fundraisers, concerts, craft shows, carnivals and fairs.

Private Programs

Private Program is an event whether indoors or outdoors, that is held on public property, streets or trails that is not open to the general public nor is part of the expected daily activity at the location. Private Programs require approval from the City and a City issued permit. Private Programs can include but are not limited to: fitness classes, camps and seminars and other miscellaneous meetings and gatherings.

Shelters Buildings Park Property

Groups of twenty (20) or more are required to make a reservation for use of any park. Reservation requests can be made up to one (1) year in advance of the event date. Picnic shelters are available on a first come, first serve basis on Memorial Day, Fourth of July and Labor Day. A group requesting use of a facility must be under the supervision of a competent adult (25 years or older) throughout the duration of the rental. The reservation is not final until payment has been received.

Special Events & Private Programs

Reservation requests can be made up to one (1) year in advance of event date but not less than sixty (60) days prior to the event date. The applicant is required to set aside ample time in order to plan and coordinate your event. Permits will be issued on a first-come, first-served basis and will be issued to adults (18 years or older) only. The City reserves the right to deny any private program or special event. If utilizing a City Park all necessary applications must be submitted and approved. Submittal of an application is not a confirmation to conduct your planned event.

Athletic Fields

Athletic field reservations require the submittal of a reservation application. No reservations are final until application has been approved, payment has been received and a City permit has been issued. If you reserve an outdoor facility and you choose to cancel your time due to inclement weather, we encourage you to reschedule your unused date within two weeks of your final reservation date (some restrictions may apply). No refunds are given on unused dates of outdoor facilities.