



Facilities Division
14600 Minnetonka Blvd
Minnetonka, MN 55345



Hopkins—Minnetonka Picnic Shelter Information & Applications



Gro-Tonka Park in Minnetonka

Phone:

952-939-8390

Fax:

952-939-8373

Facilities Division
14600 Minnetonka Blvd
Minnetonka, MN 55345

www.eminnetonka.com
www.hopkinsmn.com

Information

The Facilities Division manages picnic shelters located at three sites in the City of Minnetonka and six sites in the City of Hopkins. The park system in this community provides a wide variety of recreational opportunities to enhance your picnic and may include softball and soccer fields, volleyball courts, playground apparatus, horseshoe pits, and basketball courts. To assist you in your picnic planning, a description of each facility's amenities, hours, fees and an application form are included in this brochure.

Summer weekend dates fill quickly, so be sure to request your reservation as far in advance as possible. (See "Reservation Policy" for application dates).

How to Reserve a Picnic Shelter

- A permit is required to reserve a picnic shelter at a park facility for groups of 25 people or more.
- Picnic shelters can be reserved by phone, fax, mail, or in person.
- Applications must be received *at least 7 days in advance of your requested date*, and payment must be included.
- *Shelters are not reserved until payment has been received.* Checks are payable to "Facilities Division" or you may use a credit card. Only Visa or MasterCard are accepted. Please include credit card number and expiration date.
- Reservations by phone (952) 939-8390, or fax (952) 939-8373, must be paid for with a credit card.
- Applicants must be 18 years of age or older to reserve a facility, and at least 21 years of age to obtain a beer permit.

Dates of Availability

Picnic shelter facilities are available for reservations from May through September, with attendants at parks Memorial Day through Labor Day.

Reservation Hours

Picnic shelters are reserved between the hours of 11:00 a.m.- dark (no later than 9:00 p.m.) Maximum permit length is 5 hours. If your event requires a starting time prior to 11:00 a.m., an additional fee may be required. Please indicate on your application form if you wish to schedule use prior to 11:00 a.m.

Picnic shelters of Minnetonka

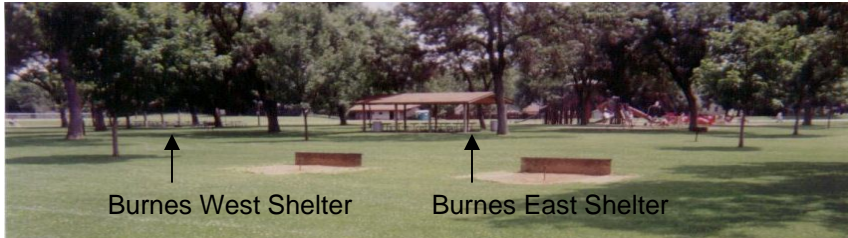


Gro Tonka Shelter

Lone Lake Hillside Shelter



Hopkins picnic shelters



IMPORTANT INFORMATION

Beer Permits

- A picnic permit and a beer permit are required from the Facilities Division in order to consume beer when reserving a park.
- A permit allows for consumption of beer in non-glass containers and must be requested on your picnic application form.
- Keg beer is allowed at Minnetonka shelters only; **NO** keg beer allowed at Hopkins shelters.
- The fee for a beer permit is \$25.
- Beer shall only be consumed within 50 feet of the picnic shelter and picnic tables.
- Age verification of person applying for permit is required; either in-person or with a copy of photo ID with birth date.

Park Guidelines

Picnic shelter applicants are responsible for following the park rules as established by the City of Minnetonka and the City of Hopkins. For a complete listing of park rules, call (952)-939-8390.

Non-Profit Requests

Groups applying for non-profit status must submit non-profit documentation with their application form (i.e., 501(c)3, etc.)
Groups considered to be non-profit include churches, civic organizations, public, parochial and private schools, and athletic associations.

Reservation Priority Policy

Applications for 2008 Hopkins and Minnetonka non-profit organizations are accepted beginning January 7, 2008. All others will be accepted beginning February 4, 2008. Requests for local businesses who desire to be included under the Resident Group rate must include their request on their official company letterhead.

Refund / Cancellation Policy

Refunds are only made when picnic reservations are withdrawn at least 30 days prior to the reservation date of the picnic shelter. All refunds requested by the applicant that we grant will be assessed a \$5.00 administrative fee. Refunds take approximately three weeks to process. Refunds will not be granted due to weather-related issues. This is a circumstance beyond our control and is a risk assumed by the applicant when reserving an outdoor shelter.

PARK DESCRIPTIONS- CITY OF MINNETONKA

GRO TONKA PARK - 17003 Prospect Place		Group capacity 60
Shelter Seating Capacity	32	
Parking	30 vehicles	
Electrical Service	Located at restroom building	
Water Facilities	Located at restroom building	
Restroom Facilities	Located at restroom building	
Park Amenities	Softball field through July, soccer field (Aug-Labor Day), tennis courts, horseshoe pits and playground	
Additional Reservable Areas	Softball field	
Beer	Allowed with permit and only at picnic shelter.	

LONE LAKE PARK - 5624 Shady Oak Rd.			Group capacity 125/site
	LAKESIDE shelter	HILLSIDE shelter	
Shelter Seating Capacity	50	75	
Parking	Available in upper and lower parking lots		
Electrical Service	Located at Attendant Facility		
Water Facilities	Located at Attendant Facility		
Restroom Facilities	Located at Attendant Facility		
Park Amenities	BBQ grills, walking trails, playground, horseshoe pits, tennis and basketball courts, Soccer field		
Additional Reservable Areas	None		
Beer	Allowed with permit and only at picnic shelter.		

PARK DESCRIPTIONS- CITY OF HOPKINS

CENTRAL PARK - 101 - 17th Avenue S.		Group capacity 150
	NORTH shelter only - behind Field #3	
Shelter Seating Capacity	60	
Parking	135 vehicles	
Electrical Service	Located at the shelter and controlled by the attendant	
Water Facilities	Provided in Attendant Facility	
Restrooms	Indoor facilities controlled by the attendant	
Park Amenities	Ball field, sand volleyball, tennis and basketball courts (Katherine Curren school), playground, BBQ grills	
Additional Reservable Areas	Limited use at Central #4 Ball field, volleyball court	
Beer	Allowed with permit and only at picnic shelter.	

PLEASE NOTE: One attendant is scheduled to provide service to both Burnes Park and Valley Park and is not stationed full-time at either site but goes back and forth between the two.

PARK DESCRIPTIONS– CITY OF HOPKINS

BURNES PARK – 201 Park Lane		Group capacity 100/ site
	EAST shelter	WEST shelter
Shelter Seating Capacity	60	50
Parking	75 vehicles (street parking and adjacent church parking lot)	
Electrical Service	In shelter - controlled by attendant	In shelter - controlled by attendant
Water Facilities	Fountain and attendant facility	
Restrooms	Available in attendant facility/satellite	
Park Amenities	BBQ grills, playground, ball field, tennis and basketball courts and horseshoe pits	
Additional Reservable Areas	None	
Beer	Allowed with permit and only at picnic shelter.	

VALLEY PARK - 801 - 7th Avenue S.		Group capacity 125
	WEST shelter only	
Shelter Seating Capacity	60	
Parking	52 vehicles	
Electrical Service	Located at the shelter and controlled by the attendant	
Water Facilities	Provided in the Attendant Facility	
Restrooms	Available in Attendant Facility/Satellite	
Park Amenities	Ball field, sand volleyball, basketball court, playground, trails, BBQ grills	
Additional Reservable Areas	Ball field, volleyball court	
Beer	Allowed with permit and only at picnic shelter.	

PARK DESCRIPTIONS– CITY OF MINNETONKA

SHADY OAK PARK - 5200 Shady Oak Road		Group capacity 100
Shelter Seating Capacity	100 people	
Parking	Very limited, overflow parking at Lone Lake Park, which is 1/4 mile away	
Electrical Services	Located at shelter	
Restroom Facilities	Located in beach area (available only when beach is open)	
Park Amenities	Canoe launch, BBQ grill, Trail, Fishing pier	
Beach Amenities **	(Available only when beach is open): Sand volleyball, water play area, canoe rental, playground, concessions, restroom/changing areas.	
Reservation Hours	June 6–August 24 5:00 p.m.–8:00 p.m. ONLY May 1–June 5 and August 25–September 30 11:00 a.m.–dark, but no later than 9:00 p.m.	
Additional Reservable Areas**	Sand Volleyball at beach front **Daily admission required for all who enter beach	
Beer	Allowed with permit and only at picnic shelter area. NOT ALLOWED IN BEACH!	

** \$4.00 group admission rate per person to enter beach

Beach Season June 6–August 24, 2008

Beach operating hours:

Beach opens at 10:00 a.m. / Closes at 9:00 p.m. June 6–August 3 and at 8:00 p.m. August 4–August 24. Swimming ends one half hour before sunset—exact time will be posted at beach each day.

PLEASE NOTE: One attendant is scheduled to provide service to both Lone Lake Park and Gro-Tonka Park, they are stationed full-time at Lone Lake. When reservations occur at Gro-Tonka, the attendant will meet you about 15 minutes prior to your reservation time and return about 15 minutes before the end of your reservation.

Picnic Application

14600 Minnetonka Boulevard, Minnetonka MN 55345

Phone: 952-939-8390 Fax: 952-939-8373

Applicant's Name:

Business/Organization:

Address:

City: _____ Zip: _____

Contact Phone #: _____ Fax #: _____

Birth date—required for beer permit (on back):

Please check shelter:

Minnetonka locations: Lone Lake - Hillside OR Lakeside
 Gro-Tonka Shady Oak Park-limited times & dates

Hopkins locations: Burnes — East OR West
 Valley Central Other

Date Request: _____ Time Request: _____ (5 hr. max.)

Total group size: _____ # of Adults _____ # of Children _____

Special Use Request: (2 hr. max.) (not available at all locations)

Softball Sand Volleyball Court

Time: 11 a.m.-1 p.m. 1-3 p.m. 3-5 p.m. 5-7 p.m. 7-9 p.m.

Reservation Fees	Fee	Check any that apply
Resident (Group size 25-50)	\$27	<input type="checkbox"/> <input type="checkbox"/>
Resident (Group size 51-100+)	\$53	<input type="checkbox"/> <input type="checkbox"/>
Non-resident (Group size 25-50)	\$53	<input type="checkbox"/> <input type="checkbox"/>
Non-resident (Group size 51-100+)	\$107	<input type="checkbox"/> <input type="checkbox"/>
Resident Non-profit (See Non-Profit Requests on previous page for description of non-profit groups.)	\$25	<input type="checkbox"/> <input type="checkbox"/>
Other Non-profit (See Non-Profit Requests on previous page for description of non-profit groups.)	\$50	<input type="checkbox"/> <input type="checkbox"/>
Beer Permit (permit on back to complete)	\$25	<input type="checkbox"/> <input type="checkbox"/>

Total Amount Due: \$

Check—Payable to "Facilities Division" Visa MasterCard

Card#: _____ Exp: _____

By signing this application form, I acknowledge that I am aware of all rules and regulations regarding picnic shelter use and beer permit in the City of Minnetonka and accept the responsibility as supervisor of the requested event.

Applicant's Signature: _____ Date: _____

City of Minnetonka and City of Hopkins Beer Permit Application

The individual who completes the application form is the "Responsible Person." **The Responsible Person must:**

1. Remain on the park premises at all times when beer is being served.
 2. Must have the permit in possession, and show it upon request by authorized City personnel.
 3. The Responsible Person has the obligation to ensure that state laws, park rules and any permit conditions are being followed. Applicant (and all consumers) must be at least 21 years old.
- Age verification of person applying for permit is required; either in-person or with a copy of photo ID with birth date.
 - Beer consumption is prohibited between 9 p.m. and 10 a.m. No glass bottles of any kind.
 - A violation of the park rules or permit conditions may result in criminal penalties and the immediate revocation of the permit by a City police officer or park attendant.
 - The City may require up to 5 working days to process this permit request. The permit is not issued until approved by an authorized representative of the Facilities Division.
 - Any person who objects to action of city staff in denying the permit or adding of conditions, may appeal to the City Council by submitting a request in writing to the Facilities Manager within ten days after notice of the action.
 - By signing this application form, the applicant acknowledges on behalf of him/herself and/or the applicant's organization or group (the "participants") that use of Minnetonka or Hopkins facilities may carry a risk of personal injury. The participants RELEASE AND DISCHARGE the City of Minnetonka and the City of Hopkins and their agents and employees ("the city") from liability for injuries or damages, including any losses CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY OF THE CITY. The applicant may wish to consult with his or her insurance agent to verify that he/she has sufficient insurance coverage for potential liability.

I have read all of the information included on this application and in the picnic information guide, and have a complete understanding of its content.

Applicant's Signature: _____ Date: _____

For Office Use Only					
	Hopkins	Burnes Park East West	Valley Park West shelter only	Central Park (by Field #3)	Other
Minnetonka	Lone Lake Hill Lake	Gro-Tonka	Shady Oak Lake		
Picnic Permit # Issued: _____				Amount paid: \$ _____	
Approved by: _____				Date: _____	