

Reserve the Depot Park building

Parks · goes to City Hall (info@cityofkenyon.gov)

FILLABLE PDF

Type in this PDF, or fill it online at
kenyonminnesota.com/forms/depot-reservation/

The 1885 depot seats 46 with eleven 8-foot tables, a 4-by-4 table, an 8-person booth, microwave, sink and restroom. No glass. Alcohol requires a council-approved permit requested by the first of the previous month. Key pickup at City Hall; return it to the alley drop box; leave the floor as found.

Fee: \$75 rent plus a \$50 deposit, paid at City Hall at least 30 days ahead by cash or separate check. Cancel less than two weeks out and half the deposit is refunded.

Return: submit online (no printing), or email this PDF to info@cityofkenyon.gov, or bring it to City Hall, 709 2nd Street, Kenyon, MN 55946. Fields marked * are required.

Reservation

Date requested *	Alternate date
Start time *	End time *
Type of event *	
Expected number of guests *	Will alcohol be served? *
	No Yes (council permit required)

Renter

First name *	Last name *
Street address *	
City *	State *
ZIP *	Phone *
Email *	

Your confirmation and the city's reply go here.

Alcohol permit

Alcohol in a city park requires a permit approved by the council on its consent agenda, requested by the first of the month before your event. The council record lists each permit by name and date. This information goes with your reservation so City Hall can place it on the agenda.

Permit holder (person responsible, 21 or older) *

Permit holder date of birth *	Permit holder phone *
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What will be served *

Beer

Wine

Hard liquor / spirits

Will alcohol be sold, or served at no charge? *

Served free to guests

Sold (requires a licensed seller or temporary license)

Licensed seller or caterer, if sold

Hours alcohol will be served *

Expected number of guests 21 and over *

Host liquor liability or event insurance (insurer and policy, if any)

I agree that no glass containers will be used, that no one under 21 will be served, that service ends at the hour stated, and that the permit holder stays on site

I agree that no glass containers will be used, that no one under 21 will be served, that service ends at the hour stated, and that the permit holder stays on site for the event.

Attestation and signature

I agree to the depot rental terms: no glass, no alcohol without a council-approved permit, leave the floor as found, and pay for any damage.

Signature (type your full legal name)

Date

Typing your name is your signature under the Minnesota Uniform Electronic Transactions Act (Minn. Stat. ch. 325L). City Hall confirms availability by phone or email and holds the date once the rent and deposit are paid. If alcohol was requested, the permit goes on the next council consent agenda and City Hall tells you when it is approved.