

Thank you for choosing a Victoria park shelter to host your event! Please take the time to review the following information. By signing our rental agreement form, you agree to adhere to City of Victoria ordinances, rules, and policies.

PARK SHELTERS

Park Shelter Rental Hours: 8:00 a.m. to 10:00 p.m.

Park Shelter Rental Season: May 1st through October 31st

Total Capacity: The capacity of a park shelter varies by park. Please visit the [City's park shelter pages](#) for more information.

Amenities: Amenities provided within a park or park shelter vary by park. Please visit the [City's park shelter pages](#) for more information.

Keys: Keys to the following park shelters (Rhapsody, Wassermann) can be picked up on the day of the event at the Victoria Recreation Center (8475 Kochia Lane, Victoria MN.)

Hours (May 1st – Memorial Day)

Mon.-Fri. 5am-10pm

Saturdays, Sundays 6AM-10PM

Summer Hours (Memorial Day- Labor Day)

Mon.-Thur. 5am-9pm

Fri. 5AM-6PM Sat & Sun 6AM-6PM

Restrooms must be relocked once the event has concluded.

Keys must be returned to the Victoria Recreation Center once the event has concluded. No keys may be kept overnight.

PARK REGULATIONS

City of Victoria parks are governed by City Code Chapter 18. Below is a summary of important regulations important to park users and renters. Prior to using the park and renting a park shelter, please review the entire city code here: https://www.ci.victoria.mn.us/government/city_code.php

Park Hours: 6:00 a.m. to 10:00 p.m.

Pets: Pets are allowed with City of Victoria parks and park shelters if leashed or kenneled.

Alcohol Use: Malt beverages (beer) and wine are permitted within City of Victoria parks and park shelters. Hard liquor and kegs are not allowed.

Glass Use: Glass, such as a glass bottle, is not permitted within City of Victoria parks and park shelters.

Explosives and Weapon Use: Explosives, such as fireworks, and any weapons are not allowed within a City of Victoria park or park shelter.

RENTAL FEE & REFUNDS

Park shelter rental fees are set by City Council through the City's fee schedule. View the City's Fee Schedule on the City's website: https://www.ci.victoria.mn.us/government/reports_and_documents/fee_schedule.php

Rental fees are due in full at booking and include exclusive use of the park shelter selected for rental. Rental reservations and fees do not include exclusive use of the park, parking lot, bathrooms, and other park facilities and amenities.

Reservation fees for park shelters are non-refundable. Canceled reservations can be re-booked for an open date within 365 days of the original rental. The City reserves right to cancel rental agreement at any time. The City will notify renter as soon as possible if such cancelation occurs.

INFLATABLE UNITS AND TENTS

Inflatable units, such as bounce houses, and tents, are allowed by park shelter rental permit only.

If an inflatable unit and/or tent is used, the renter must provide general liability insurance in the minimum amount of \$2 million, with the city named as an additional insured. The City of Victoria will schedule locates prior to the event to confirm the proper placement of the inflatable unit or tent location.

CATERING AND OUTSIDE FOOD

Renters are able to bring in outside food or beverages when renting VRC meeting room spaces. If using a caterer, the caterer's name and catering number must be provided prior to the rental date.

If renters anticipate the sale of food or beverages, the renter must provide general liability insurance in the minimum amount of \$2 million, with the City named as an additional insured.

CLEAN-UP

The renter is responsible for cleaning the reserved area, including placing all trash and recycling in proper receptacles.

LIABILITY

The City of Victoria is not responsible for any loss, damage, injury, or illness by the users of the park shelter or surrounding grounds. The renter is responsible and liable for any damages to the park shelter or park facilities.