

Heritage Pavilion

~in Prairie Outpost Park

Fees~ A deposit of \$125 and a non-refundable fee of \$45 is due with the signed contract to secure the Heritage Pavilion for a private event. Please include separate checks for the deposit and fee. The deposit check is held and returned via postal mail within 10 business days after the event. Deposits will be returned in full, only if it is determined by staff that the facilities are clean and no damage has occurred.

Amenities~

- 12 picnic tables provide seating for around 125 people. Additional seating must be provided by tenant.
- Snap-on wind screens are available for the tenant to install (stored in kitchen).
- Electrical outlets are installed on all columns of the shelter.
- Halogen lights are installed on the exterior posts.
- The shelter and kitchen are 80' x 30'.
- The kitchen is 330 square feet, has 8 electrical outlets, a sink, a 6 gallon water heater, sliding front window, serving counter, and a floor drain.
- Bathroom facilities in the park are open throughout the summer.

Building policies~

- The purpose and use of the rental facility must be specified on the rental contract, and approved by the Dickinson Museum Center (DMC). The DMC reserves the right to decline renting the facility to any tenant at its own discretion, and may terminate the contract at any time without being held liable.
- Tenant agrees to occupy the premise in a safe, clean and careful manner and in compliance with all laws, ordinances, rules, regulations, and orders of the City of Dickinson.
- No alcohol can be sold unless the proper alcohol permit is obtained from the city. No glass containers are allowed on the premises.
- Access to the kitchen will be provided by staff, who may be on site for any events. Make sure to turn off the lights and lock all doors securely if staff are not present when you are leaving the site. Keys must be returned to the office, or in our mailbox, prior to deposits being returned.
- Wind screens and picnic tables must be returned to their original locations before leaving the site.
- Vehicles are not allowed on grass at any time. Unloading must be done from the street, parking lot north of the park, or the sidewalk. Tenets will be responsible for repairing damaged sprinkler heads and lines.
- Staff must be informed if the setting up of tents or inflatable items is planned, as staking these items could damage our sprinkler system. Staff will advise on where these items can be placed.
- Gas grills may be used in the shelter; wood and charcoal are not allowed. Grills may not be used anytime a city or county fire ban is in effect. Tenants are responsible for checking on the status of fire bans.

Call 701-456-6225, or e-mail info@dickinsonmuseumcenter.org for more information.

Heritage Pavilion ~ Rental Application and Contract

Organization/Group: _____

Contact Person: _____

Best phone number to be contacted at: _____

Address: _____

Proposed Use: _____

Date of event: _____ Hours facility is to be used: _____

Will there be a need to place stakes in the ground (tents, inflatables)? Yes/No _____

I, _____, representing _____ hereby apply to rent the Heritage Pavilion, located on the grounds of the Dickinson Museum Center (DMC), 188 Museum Drive East. I received a copy of the policies governing the rental of this facility, and am in full knowledge of those requirements.

I hereby indemnify and hold harmless the City of Dickinson and the DMC from and against any and all loss, cost or liability (including the City/DMC's cost of defending against the foregoing, such cost to include attorney's fees) resulting or occurring by reason of my use of the premises.

Signed _____ Date _____

Return signed contract, required fee, and deposit to:

Dickinson Museum Center
188 Museum Drive East
Dickinson, ND 58601

Office Use Only

_____ \$45 Shelter and Kitchen Fee Check # _____ Staff Initials _____

_____ \$125 Deposit Check # _____ Staff Initials _____

Deposit Returned? Yes _____ No _____ Amount _____ Staff Initials _____

Reason for unreturned deposit: _____