



Facility Contract for:

**Brown's Lake – Bigelow Park
Dale G. Bell Memorial Shelter**

Rental Contract Agreement

By your agreement with these terms and conditions, you represent that you are at least 21 years of age and that you are authorized to make the reservation on behalf of the assigned person(s), group, or organization that you have listed. You further agree to the following:

- You agree to leave the facility in the same condition as when you arrived. Should damages, loss or theft occur to the facility or its contents, you will be held responsible for full payment.
- You agree that you will not charge a fee for the consumption of alcoholic beverages on the premises and will not serve alcoholic beverages to any underage or intoxicated persons. You assume full responsibility for the care and well-being of all social guests while on County property, and you also assume full responsibility for any social guests that consume alcoholic beverages at the conservation area.
- You agree to indemnify and hold harmless Woodbury County, the Woodbury County Conservation Board, and its employees from any and all liability that may arise which is proximately caused by the consumption of alcoholic beverages on County premises by yourself, your invitees, or any social guests, whether any such injury occurs on County property or otherwise.
- Any violation of the provisions of this agreement shall result in termination of your possession of the premises and may result in criminal and/or civil sanctions.
- You agree to assume full responsibility for the acts, negligence or omissions of any and all members of above-listed group while using the facility.
- Additionally, you agree that you have read and understand the **CANCELLATION** and **REFUND POLICIES** concerning this reservation, and have also read and understand the **FACILITY CONTRACT** information.

You are reserving a facility in a Woodbury County Conservation Board park. **ALL COUNTY PARK RULES AND STATE LAWS ARE ENFORCED.** Violation of park rules and regulations may result in fines, use privileges being rescinded, and forfeiture of reservation fees. Click on the **RULES AND REGULATIONS** link on our home page to view a full listing of regulations for Woodbury County Conservation Board. Contact the Park Office or Resource Manager listed on your reservation confirmation email if you have any questions about park rules, policies or special requests.

Failure to clean up the facility or surrounding area as outlined, or failure to comply with park rules or state laws may result in enforcement action. Woodbury County Conservation Board may take any legal action necessary to recover damages to county property.

CHECK-IN/CHECK-OUT TIMES:

Check-in: 9:00 a.m.
Check-out: 10:00 p.m.

MAXIMUM OCCUPANCY: 85 people

ENTERING THE FACILITY

To unlock the shelter, enter the lock code provided into the door knob key pad and turn the knob to the left. At the conclusion of your stay, please LOCK AND CLOSE the shelter door behind you. To lock the door, enter the lock code and turn the knob to the right until the deadbolt slides into lock position. Please check that all doors and windows are closed and locked.

CLEAN-UP

You are required to clean up the facility and grounds and return them to the condition you received them. Place refuse in the nearest dumpster. Plan to have your facility cleaned and people departed prior to the scheduled checkout time.

SMOKING

Woodbury County is a smoke-free environment. Smoking is prohibited in all buildings.

PARK/QUIET HOURS

Park hours must be observed. (6:00 a.m. to 10:30 p.m. – May 1st through October 31st) Quiet hours will be observed between the hours of 10:30 p.m. and 9:00 a.m.

VISITORS

All visitors (other than registered overnight campers) must depart the park by 10:30 p.m.

PARKING

Parking is confined to designated parking areas. If you anticipate more vehicles than spaces provided, please contact the Park Resource Manager in advance. No parking or driving off roadways.

DIRECTIONAL SIGNS & DECORATIONS

Temporary, freestanding directional signs are allowed – not to be attached to park furniture, signposts or other facilities. Decorations are allowed as long as they are freestanding or not affixed in a manner that would damage a facility or any finished walls. (Tape, tacks and staples can cause damage to walls. The use of a no-stick adhesive is recommended.) Special care should be taken with balloons so that they do not “escape” and possibly endanger wildlife.

BEER AND WINE

Beer and wine consumption is restricted to the shelter and immediate vicinity only and will not be allowed beyond the shelter. Hard liquor is prohibited in all county park and conservation areas. Keg beer is strictly prohibited.

PETS

Pets are allowed in the park if kept on a leash not exceeding six feet in length but are PROHIBITED in all buildings. Owners are required to clean up after their pets.

REFUSE

Woodbury County provides a limited number of refuse containers placed in certain locations. A limited amount of refuse will be removed by park staff in conjunction with your reservation. All refuse must be placed in the containers provided. You will need to remove any refuse in excess of the capacity of these containers.

COOKING

Cooking inside the shelter is strictly prohibited. Outdoor grills are provided.

FISH/GAME CLEANING

Cleaning fish or game is prohibited in or near the shelter.

MINIMUM AGE RESTRICTION

No one under the age of 21 will be allowed to reserve or occupy a shelter unless accompanied by parent or legal guardian of at least 21 years of age.

MANAGEMENT ACCESS TO FACILITY

Woodbury County Conservation Board reserves the right of management to enter the facility in an emergency, to inspect, and/or replenish supplies.

RESERVATION MODIFICATIONS (INCLUDING DATE CHANGE)

Requests for any modification to an existing reservation must be made at least two weeks prior to the original reservation date. If the request is for a date change, the new date must be within twelve months of the existing date. A date change must be used for the same type of facility in the same Woodbury County Park. A reservation holder has only ONE opportunity to reschedule their original reservation. All reservation modifications must be made by calling the Conservation Office at (712) 258-0838. Any modifications to an existing reservation will be assessed a \$25 administrative fee.

CANCELLATION POLICY

Please consider this policy prior to purchasing your facility reservation.

SHOULD YOU CHOOSE TO CANCEL A RESERVATION, YOU WILL FORFEIT 100% OF ALL RESERVATION FEES PAID. Please call the Woodbury County Conservation Board Office at (712) 258-0838 to cancel your reservation.

REFUND POLICY

Please consider this policy prior to purchasing your facility reservation.

All reservations with Woodbury County Conservation Board facilities are FINAL and NON-REFUNDABLE. If the Woodbury County Conservation Board is unable to provide your facility (or like facility) in operable condition for the date of your event, however, a full refund will be issued.