

Northwest Greenway Pavilion Reservation Information

Thank you for hosting your next event with Plymouth Parks & Recreation. Included are many helpful details to assist you with planning your event. Please contact the Plymouth Parks & Recreation office at 763-509-5200 or recreation@plymouthmn.gov if you have any additional questions prior to your reservation.

Building Policies

1. Group using the facility must be under competent adult supervision. The organization or user group shall assume full responsibility for the group's conduct and for any damages to the building or equipment.
2. The use of alcohol or tobacco products is not permitted in the shelter building, in the parking lot, or surrounding park areas. Renters are able to serve alcoholic beverages during their event with an administrative permit. To obtain permit, please contact the Parks & Recreation office at least two weeks prior to your event.
3. The City assumes no liability for loss, damage, injury, or illness incurred by the users of these facilities. The City is not responsible for lost or stolen personal items.
4. Decorations can be used during your rental. Clear tape, duct tape, or similar cannot be used in the park building. Bluepainters tape is an approved tape option. Nails and tacks are not allowed.
5. Staking of any kind is not allowed in the parks. All items and decorations used must be removed and disposed of properly.
6. 26 – 8' tables and are available under the covered portion of the pavilion. Please do not drag/move picnic tables.
7. Damage deposits will be refunded within one week of your event to the same method of payment used to make the reservation. A portion or all of the deposit may be held to cover any damages during your event.
8. Please clean up after your rental. Wipe down any tables or benches used and return to their original location. Sweep floors and clean up any spills. Remove all decorations, tape, string, or any other materials used to secure decorations. Bag all garbage. Turn off all lights. Close all windows. Pull each outside door completely shut.
9. Per City Ordinance 805.09 (subd. 13): No person, group, association or organization can operate business in the park without obtaining a permit. Parks and Recreation reviews permit requests to determine use. This includes selling items or offering a service (for free or at a cost) on park property.

Access to the Building

The building doors will be automatically unlocked for you; you will not need a key to access the facility. Doors will be scheduled to unlock at the start of your reservation and lock at the end of your reservation. Please contact the Parks & Recreation office if you only need the doors available during a portion of your time block. Doors unlocked include restrooms and kitchen/serving space.

Should your event end early, please call 763-509-5200 to notify a member of our staff so that we can lock the building rightaway. As stated in Building Policies above, the organization or user group shall assume full responsibility for any damages to the building or equipment.

Cancellation Policy

To cancel a reservation, you must contact the Parks & Recreation office at least 10 business days prior to your rental. A \$25 cancellation fee will be retained from your rental fee, and the remainder will be refunded back to you. If your reservation was canceled due to severe weather, please contact the Parks & Recreation office the next business day in order to receive a refund. Rentals are not refunded for rain.

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Inflatables/Bounce Castles

Inflatables and bounce castles can be used in conjunction with your reservation. Renters must contact the Parks & Recreation office at least 2 weeks prior to the event to notify staff of their interest. Renter must provide a copy of their insurance showing the City of Plymouth listed as an additional insured, having \$2 million General Aggregate and \$1 million Occurrence coverage.

Staking is not allowed in any of our parks. Any inflatables or bounce castles must be secured using weights or other weight-bearing methods.

Food Trucks

Food trucks are allowed in conjunction with your reservation. A \$30 permit fee and copy of food license is required at least two weeks prior to the event. Food trucks may park in the drive lane in front of the pavilion entrance or on the cement plaza. Designated power for trucks is available for an additional fee of \$35 resident and \$40 non-resident.

Parking

There is a designated parking lot with approximately 100 stalls available.

On-Site Kitchen

A kitchen is available to use during your reservation. Within the kitchen is a large refrigerator, upright freezer, sink, prep counter, and outlets. Please remove any leftover food or beverages from the refrigerator and freezer before you leave.