

Bielenberg Sports Center Event Guide

For reservations, contact:

Bielenberg Sports Center

4125 Radio Drive
Woodbury, MN 55125

(651) 714 3742
www.bielenbergsportscenter.com



Guide and Application Availability/Submit Application

Mail/Drop-off:

Bielenberg Sports Center
4125 Radio Drive
Woodbury, MN 55125

Email:

dblack@ci.woodbury.mn.us

Summary

Special Event Application and Rental Use Agreement are required for all groups renting Bielenberg Sports Center. Rental requests will be accepted on a first-come, first-served basis beginning the first working day in January of each year. All proposed activities and events are subject to the approval by the City of Woodbury's Parks and Recreation Department.

Requests will be processed and reviewed by the City of Woodbury staff. Before applying it is advised to review potential dates with the Bielenberg Sports Center manager.

Submittal of an application does not grant you confirmation to conduct your planned event. Confirmation of event is complete once application is reviewed and a Rental use Agreement is executed and payment is received.

A complete list of the Bielenberg Sports Center amenities, including directions, hours and fees can be found on the city's website at www.bielenbergsportscenter.com.

Application Procedures:

1. Choose what amenities of the Bielenberg Sports Center (BSC) to rent and date for your event. It is suggested, prior to application submission, that the applicant calls the BSC Manager to discuss the event. No reservations are confirmed until application is processed, a Rental Use Agreement is executed and payment is received.
2. Once you have confirmation from the Bielenberg Sports Center manager that your event and date is a good match for the facility, applicant will submit the Special Event application along with applicable documents and fee.
3. The application must be submitted with the following:
 - a. Site map of event, detailing locations of all activities.
 - b. A \$25 non-refundable application fee (waived for Woodbury-based non-profits). Payment is due per terms of the Rental use Agreement.



4. City of Woodbury staff will review the application and submit the results of the review with the applicant within ten (10) working days.
 - a. The response will include estimated fees for the event as well as any additional requirements.
5. A rental use agreement will be drafted and executed with terms of payment and all applicable charges and due dates detailed within the agreement.

Items of Note:

- If your event will be hosting outside vendors, selling merchandise or services on site, you will be required to submit a list of vendors, to be approved by the Parks and Recreation Department. In addition, the event organizer must submit a \$75 fee per vendor, to the City of Woodbury, ten (10) business days prior to the event. The City of Woodbury reserves the right to determine where the vendors will be housed at the event.
- If food will be present on site, a Washington County Special Event Permit is required for each food vendor. The Washington County Special Event Permit is available on the county's website at <http://www.co.washington.mn.us/DocumentCenter/View/644>
- A \$250 damage deposit will be due sixty (60) days prior to your event date. Upon receipt of all fees, as well as the damage deposit, staff will authorize the entry code for the facility. *It is strongly encouraged paying the \$250 damage deposit by credit card. The City of Woodbury can accept Visa, MasterCard or Discover.* Upon the conclusion of the event, the damage deposit will be returned minus any fees due for violations of the rules and regulations during the use. These would include: trash/cardboard not removed, additional vendors not accommodated for, etc.
- If your event includes use of parking lot(s) for activities other than normal parking, ball fields or other portions of the Bielenberg Sports Center park site, a separate permit must be obtained, in addition to the Special Event Permit. All additional park Permit application(s) and payments will be required to be paid in full prior to final execution of the rental use agreement.



Cancellation Policy

If you are unable to hold your event, please notify the Bielenberg Sports Center manager at (651) 714-3742 or email to dblack@ci.woodbury.mn.us as soon as possible.

1. The city will issue a refund, minus the deposit based on the Rental Use Agreement with more than sixty (60) day notice. Damage deposit will be refunded.
2. Cancellations less than sixty (60) days prior to the event date will not be eligible for refund.
3. With a minimum of thirty (30) days notice, events may be re-scheduled at no additional cost, although is dependent upon availability and must be re-scheduled within the current calendar year. A refund is not eligible if a re-scheduled date is not found within the current calendar year.

Permits & Fees

Application fees (if applicable) are due at time of application. The remaining balance is due upon the terms of the Rental use Agreement A \$250 damage deposit is due sixty (60) days prior to the event. Failure to submit fees and requested documentation in a timely manner may result in the forfeiture of the deposit or a portion thereof.

Forms of payment accepted: Cash, Check, Money Order, Visa, MasterCard or Discover

Bielenberg Sports Center Facility Fees

Fees – *all fees are assessed a required additional tax of 7.125 percent.*

Ice Rink

Dates	Days	Hours Included	Fee
Jan 1 – Mar. 19	Weekdays/Weekends		\$220.00/hr.
Mar.20 – May 31			\$180.00/hr.
June 1 – Aug.31			\$160.00/hr.
Sept. 1 - 15			\$180.00/hr.
Sept. 16 – Dec 31			\$220.00/hr.

Outdoor Ice Rink

Dates	Days	Hours Included	Fee
Dec. 1 – March 31			\$75.00/hr. (with ice)
April 15 – Oct. 15			\$55.00/hr. (no ice)



Bielenberg Sports Center Facility Fees Continued

Field House

The indoor field house measures approximately 240 feet by 364 feet total, with turfed area measuring approximately 234 feet by 364 feet. The turf will have markings for:

- One standard 360-foot by 160-foot football field
- One standard 330-foot by 180-foot lacrosse field
- Two standard 330-foot by 210-foot soccer fields
- Two standard 348-foot by 218-foot baseball/softball fields

Dates	Days	Hours Included	Fee
May 1 – Oct. 19	Weekends		\$1,500/day
May 1 – Oct. 19	Weekdays		\$600/day
Oct. 20-April 30	Weekends		\$4,900/day
Oct. 20–April 30	Weekdays		\$2,100/day

½ Field House

Dates	Days	Hours Included	Fee
May 1 – Oct. 19	Weekends		\$1,000/day
May 1 – Oct. 19	Weekdays		\$400/day
Oct. 20-April 30	Weekends		
Oct. 20–April 30	Weekdays		

Other Charges

Front/Rear Plaza	\$75/hr
Multi-Purpose Room (Lower Level)	\$25/hr (Res); \$30/hr (NRes)
Conference Room (Upper Level)	\$40/hr (Res); \$50/hr (NRes)
Electrical Charges	\$150/day
Event Attendant set up	\$20/hr

Ice Arena/Field House/Meeting Room hourly rental rate information is located at the Bielenberg Sports Center website: www.bielenbergsportscenter.com.



Rules and Regulations

1. **Approval of Event:** City of Woodbury staff reserves the right to accept or deny any request, including previous relationships with the requestor. Relationships will be evaluated on the organizers ability to submit timely fees, comply with City policies, rules and regulations, commitments filled, and any other issues identified by staff). City of Woodbury/Bielenberg Sports Center facilities will only be permitted for use if staff feels that the facility and its resources can accommodate the request. Failure to abide by the park rules and ordinances or give false information within the application or contract may result in forfeiture of the deposit.
2. **Fee Charges:** Payment of all charges shall be made to the City of Woodbury. Applicants shall be charged for application (if applicable), all City services deemed necessary, rental, vendor and permitting fees.
3. **Insurance:** Proof of liability insurance equal to the statutory maximum liability of a government unit within the State of Minnesota, as set forth in state law, naming the City of Woodbury as an additionally insured. The current statutory limit is \$1,500,000 for each occurrence and \$2,000,000 general aggregate. The organization agrees to indemnify and defend the City from any claims brought or actions filed against the City for discrimination, injury or death to any third person or persons, or damage to property of third person, arising out of the negligent acts of the agents, employees, and representatives of either party as they relate to the shared use of the fields and facilities that are reserved under the Outdoor Athletic Facility Use Policy.
4. **Staff:** Bielenberg Sports Center staff will provide general facility supervision including routine cleaning and customer services. All additional services will be charged at the full-burden rate as outlined within the City of Woodbury's fee ordinance.
5. **City Equipment:** Will not be available for private use. The following equipment is available at the Bielenberg Sports Center: soccer and lacrosse goals, batting cages, hockey goals etc. There is a limited supply of tables (4-6) and chairs (25) on hand for registration and check-in.
6. **Organizers and Permit Availability:** The Rental Use Agreement holder or designee is required to be on-site during the entire event including set-up and clean-up of the event.
7. **Times of the Event:** Please include set-up and clean-up time in your request. The city reserves the right to determine the allowed time for any event as may be appropriate for the event.



8. **Signs, Banners and Materials:** The attachment of any objects, signs, banners or materials to trees, shrubs, light poles or windows is prohibited.
9. **Tents, Booths and Canopies:** All tents and booths must be shown on the site map. The city reserves the right to approve the size and location and installation of all tents, booths and canopies. These can be placed only in areas pre-designated by staff because of the location of underground utilities and irrigation. Gopher State must be contacted according to State law. The number for Gopher State One Call system locate is (651) 454-0002.
10. **Trash and Clean Up:** The renter is responsible for renting, placing and removing all additional needed dumpster or trash receptacles. The renter is also responsible to clean-up the site. The renter will forfeit their damage deposit or a portion thereof for any additional special maintenance services required after the event.
11. **Recycling:** The renter is responsible to provide for the collection and proper disposal of recyclable materials separate from non-recyclable materials. Recyclable material collection containers should be equal in number and capacity to collection containers for non-recyclable materials and should be paired with each other, where possible. Recyclable materials may include, but are not limited to, metal, glass or plastic food and beverage containers, corrugated cardboard and boxboard. For a list of licensed trash and recycling haulers in Woodbury, refer to the city's website.

A recycling container loan program is available through Washington County. Renter may inquire at www.co.washington.mn.us
12. **Portable Toilets:** Depending upon the size and scope of the event, the renter may be required to provide additional portable toilets. If so, the renter will be responsible for renting, placing and removing portable toilets. The locations for placement of these units shall be approved by city staff.
13. **Selling Food:** Bielenberg Sports Center retains the full rights to food services inside the BSC facility. The selling of food products in addition to normal operation will be detailed in the Rental use Agreement if approved.
14. **Temporary Licenses for Sale of Alcoholic Beverages:** The City of Woodbury reserves the full rights in issuing a temporary liquor license. The city has a listing of approved caterers which can be provided and the terms for use as part of an event. Please contact the City of Woodbury, City Clerk, at (651) 714-3524, for more information about fees and processes at least sixty (60) days in advance.



15. **No Smoking Policy:** No tobacco product shall be used by any person upon the grounds of the facilities at Bielenberg Sports Center.
16. **Surface Protection:** Depending upon the event or activity the City of Woodbury may require the renter to provide a protection for the field house turf. The protection needs to be approved by staff.
17. **Promotion of Events:** The City of Woodbury will determine, at its discretion, how it will promote events as part of its overall communications strategy. Promotion may include, but not limited to, featuring the event on the city's website, highlighting the event in the parks and recreation brochure, promotion via the city's social media accounts and use of the city's In Touch communication system. It will be the responsibility of the renter to contact the City of Woodbury if promotion is desired. All promotional materials must be approved by communications staff prior to promotion.



Office Use Only

Application approve: _____
 Application fee received: _____
 Required insurances received: _____
 Additional fees received: _____

Special Event Application and Agreement

Thank you for choosing the City of Woodbury as the possible location for your special event. Please complete the application, in its entirety, and return it at least thirty (30) days prior to the event date, with the \$25 application.

Bielenberg Sports Center
 4125 Radio Drive
 Woodbury, MN 55125

Contact: Dave Black (651)714-3742 or dblack@ci.woodbury.mn.us

Event Contact Information

Name _____ Phone (____) _____

Organization/business _____

Street address _____

City _____ State _____ Zip _____

Email _____

Contact phone during event (____) _____

Non-Profit Status and EIN number, if applicable _____

ST-3 Form Attached Yes No

Event Details

Event date _____

Start time _____ End time _____



Purpose of event _____

Description of event

Maximum # of people _____

Set-up time _____ Take down completed _____

Additional Information

Will Vendors be on site? Yes No

If yes, additional fees and documentation may be necessary. Please fill out the information below.

Name _____
 Type of vendor _____
 Address _____
 Phone (_____) _____

Name _____
 Type of vendor _____
 Address _____
 Phone (_____) _____

Name _____
 Type of vendor _____
 Address _____
 Phone (_____) _____

Will front or rear plaza, outdoor rink be used?

Yes No If Yes, which areas _____

Will additional amenities be needed; such as fields, additional parking, trails?

Yes No



If yes, please list proper permits/permission you have obtained for use:

(Additional fees and documentation may be necessary)

Site Plan

- Attach the site plan: please include location of tents, stages, booths, first aid, relief stations, dumpsters, portable toilets, sound amplification equipment, signs, banners, etc. for activities which include outdoor plaza or outdoor rink use.

Cancellation Policy

- The City will issue a refund, minus the application fee and fifteen (15) percent of all other fees assessed, with a sixty (60) day notice. Damage deposit will be refunded.
- No refund if less than thirty (30) day notice. Damage deposit will be refunded.
- No refunds will be issued for change of date if not in the same current year (subject to availability) once the permit has been established.
- No refunds are given due to weather conditions unless the park or facilities are officially closed due to severe, life-threatening weather.

Rights and Privileges

Groups with permits have the right to enjoy the facility for the time indicated on the Rental Use Agreement although the Bielenberg Sports Center does remain open to the public during hours of operation. The Rental Use Agreement **does not** provide for exclusive use of public space at BSC such as lobby, restrooms, parking lots and plaza areas during regular hours of operation.

Renter's Responsibility

The applicant needs to be in attendance at the event during the time specified on the permit and have it in their possession. The renter assumes responsibility for all activities conducted, including, but not limited to:



- All fees, payments, etc. are paid at a minimum of thirty (30) days prior to the event
- Ensuring that all City of Woodbury ordinances are adhered to
- That the number indicated on the application is the number in attendance and not more than what is indicated
- That the event does not allow vendors to the event that do not have a permit from the City of Woodbury
- Supervision and control to prevent injury or damage
- Maintenance of the premises during the scheduled use
- Cleaning of refuse and debris and disposing in trash receptacles
- Security to maintain order during and after the event

Persons using the Bielenberg Sports Center will be held responsible for observing the City of Woodbury ordinances. Please share relevant park information with your guests prior to scheduled event.

Release of Liability & Waiver Agreement:

The City of Woodbury, and its employees, agents and volunteers, shall not be liable for any claim, demand, injury, damage, action, or causes of action whatsoever to myself, or my guests, due to the passive or active negligence of the City of Woodbury, or its agents, employees, or volunteers, arising out of or, connected with: (i) participation in the program; (ii) the use or operation of equipment in this program; or (iii) the actions of any other participant in the program. I expressly release and discharge the City of Woodbury, and its agents, employees, or volunteers, from all such claims, demands, injuries, damages, actions or causes of action whatsoever. I understand that my agreement to the foregoing terms is required before my use of the facility is allowed. I have read this Agreement carefully, and know and understand its contents, and agree to its terms.

Printed Name

Date

Signature

Date



Bielenberg Sports Center

Bielenberg Sports Center is one of the largest multiuse sports centers in the state, serving the community and region with high-quality indoor and outdoor facilities, including a 90,000-square-foot indoor field house, two indoor ice arenas, an outdoor refrigerated recreational ice skating rink, 36 outdoor athletic fields and a splash pad water feature. It is home to three local high school hockey teams and is the future home of Madison's Place, the Twin Cities East Metro's first completely handicapped accessible inclusive playground.

