

THE LOOKOUT

A mini building with a big view of both the river and the spectacular interactive water feature, The Lookout makes a great space for small birthday parties. With full IT setup, it also makes a unique space for group meetings or retreats.



RENTAL FEES	Resident*	Non-Resident
Mondays–Thursdays 10:00am-10:00pm	\$125	\$180
Fridays 10:00am-10:00pm	\$180	\$240
Saturdays 10:00am-10:00pm	\$240	\$300
Sundays 10:00am-10:00pm	\$180	\$240

All applicable taxes are included in the prices above. All prices refer to the entire day of the times above.
 *Must live in the City of Sauk Rapids or be a city employee.

RENTAL DETAILS

The Lookout is only available seasonally: Memorial Day to Labor Day. A security deposit in the amount of \$150 is required to be paid prior to a building key code being issued. Items may not be set-up before the rental time frame.

At the time of reservation, payment is due in full, in addition to a signed contract. Building key code will be issued by the Public Works Office Coordinator the week of your rental, once a security deposit is received. There is a 3% convenience fee for credit card payments.

If you have questions, call Ashley (320) 258-5316 or Pete (320) 258-5319

RENTAL INCLUDES

- 1 large conference table
- Indoor seating for 12
- Restrooms
- Flatscreen TV with HDMI hookups
- Access to outdoor water feature & playground

CANCELLATION POLICY

All cancellations require a \$25 administrative processing fee. The city must be notified within 1 week in advance of the rental date to get a refund of the rental fee plus the admin fee above.

AREA DETAILS

Cleanup: Cleanup is entirely the renter’s responsibility. You are responsible to remove everything that was brought into the building by your group by the end of the rental period.

Photography: Photography is allowed in the public spaces in the park during your rental period. Your reservation does not provide any exclusive use of the park other than the rental space. Please do not drive on any of the trails.

Food: Food may be brought in from anywhere. All food trucks must comply with city regulations and permits.

Pets in the Park: Pets are not allowed in The Lookout building but are allowed within The Clearing park.

Scan for more information on current rates and availability.
 Rates and availability subject to change.



DECORATION GUIDE

All decorations and takedown must be done within your rental time period (this includes all personal items). No taping, stapling, nailing, or pinning is allowed inside or outside. We reserve the right to withhold a portion of your facility deposit or charge additional maintenance fees if decorating guidelines are not followed or if excessive cleanup is required.

INDOOR:

Tables & Chairs: All tabletop decorations must be freestanding. Indoor table and chairs may not be moved outside.

Walls & Windows: Wall or window hangings are not permitted. Any decorations must be free-standing.

Glitter & Confetti: Glitter confetti, bubbles, streamers, flower petals or poppers may not be used in the building or on park grounds.

OUTDOOR:

Water Feature: Decorations are not permitted in or around the water feature.

Balloons: Balloons are allowed; however, all fragments that are on the ground must be picked up. Balloons may not be released in the park.

Outside Flames: Tiki torches, fireworks (including sparklers), portable fire pits, or Chinese lanterns are not allowed on park grounds. Battery operated luminaries only are allowed.

