



Permit # PT25-

☐ Calendar ☐ Excel Log ☐ Scanned

PICNIC TABLE REQUEST FORM

EMAIL: ParksandRec@ci.buffalo.mn.us

212 CENTRAL AVENUE ♦ BUFFALO, MINNESOTA 55313

PH: 763-682-1181

CITY OF BUFFALO BUSINESS INFORMATION:

Business/Organization/Group Name _____

Business Address: _____ City _____ State _____ Zip _____

APPLICANT/REPRESENTATIVE/CONTACT INFORMATION:

Name _____ Phone (include area code) _____

Email address _____

PROPERTY OWNER INFORMATION:

Name _____ Phone (include area code) _____

Email address _____

RENTAL & EVENT INFORMATION:

Number of Tables requested (1-20): _____

Desired Delivery Date: _____ Time Range: _____

Note Preferred Area of Delivery _____

Desired Pick-up Date: _____ Time Range: _____

Conditions of Use Summary

1. Tables are only for use by business/organizations inside the City of Buffalo corporate limits.
2. A maximum of 20 tables will be allowed to be borrowed per business, depending on availability.
3. At least 7 days notice will be given to the Parks Maintenance Department for delivery or pick-up requests. Specific hours, location, or directions should be included, or clearly communicated.
4. Businesses are responsible for cleaning, sanitizing, and general maintenance of the tables once they are delivered.
5. Businesses requesting tables must submit this completed form (noting delivery instructions and signed waiver) to the Buffalo City Center, 212 Central Avenue, or electronically to ParksandRec@ci.buffalo.mn.us

Rental Rates:

Prices include delivery charge within City limits

Buffalo Residential Business:

\$20 per 6ft table/48 hours

Buffalo Non-Profit Business:

\$10 per 6ft table/48 hours

\$5 per extra 24 hours (per reservation)

of tables _____ x \$ _____ = \$ _____

of extra days _____ x \$5 = \$ _____

Subtotal: \$ _____

x MN Sales Tax (6.875%) + \$ _____

x County Transit Tax (0.5%) + \$ _____

Total Rental Fees: \$ _____

Office Use Only

Payment Received: ☐ Yes ☐ No

Revision 5/19/2025

Please sketch preferred area of delivery:

Hold Harmless Agreement

I agree to release, indemnify, and hold harmless the City of Buffalo from and against all claims, demands, actions, liens, rights, subrogated, or contribution interests, debts, liabilities, judgement, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon the undersigned's use of any of the City of Buffalo's park picnic tables, including loss or damage to property of the personal injury of any person which may occur as a result of the undersigned's use of any of the City of Buffalo's picnic tables, even where that loss, damage, or personal injury is caused or contributed to, in any manner, by the City of Buffalo. Your signature affirms that you are the person named on this contract, that you have read this contract, and that you are at least 18 years old. You will receive a final copy for your records.

The City of Buffalo enforces the above rules and regulations for each rental.

Your signature below confirms your understanding and adherence to the rules and regulations for each rental.

City Representative, City of Buffalo

Date

Renter's Signature

Date

PLEASE RETURN THIS REQUEST FORM TO:

City of Buffalo Parks and Recreation
212 Central Ave. Buffalo, MN 55313
ParksandRec@ci.buffalo.mn.us
Questions call: 763-684-5421

