

ALBERTVILLE RESERVATION FORM CITY HALL

5959 Main Avenue NE • P.O. Box 9 • Albertville, MN 55301

Phone: 763-497-3384 • Fax: 763-497-3210

This application must be filled out completely by an adult 18 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits must accompany this form prior to the application being approved.

Date of Event: _____ Date of Application: _____

RENTER INFORMATION (PLEASE PRINT CLEARLY):

Name of Applicant: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____ Work Phone: _____

EVENT INFORMATION:

Purpose of Use: _____ Estimated Attendance: _____

Room Rental Hours: START _____ a.m. / p.m. END _____ a.m. / p.m. Total Hours: _____

ROOMS REQUESTED FOR USE:

Full Community Room w/ Kitchen

Multi-Purpose Room w/ Kitchen

West Conference Room

Upper Level **(set-up not included)**

AV EQUIPMENT: Please see Rental Rates for fees.

Full Community Room AV Equipment

Multi-Purpose Room AV Equipment

Council Room AV Equipment

Microphone

Screen only

***** WIFI Access Upon Request**

CATERING/BEVERAGES:

Will food be served at this event? Yes No If so, who will be catering _____

Will alcoholic beverages be served? Yes No (Must talk to City Staff for approval)

WILL THERE NEED TO BE A SET UP FOR YOUR RESERVATION?

Yes No If yes, please select from the following:

Classroom Style Set Up

Audience Style Set Up

Long Tables

Rounds

2 Buffet Tables

Easels/Message Board Needed

Comments: _____

OFFICE USE ONLY:

USER TYPE:

City of Albertville Non-Profit (Local)

City of Albertville Resident

Non-Resident

Total Room Fees: _____ Damage/Key Deposit: _____ Total: _____

State Tax: _____ County Tax: _____ Method of Payment: _____

RULES AND REGULATIONS FOR CITY HALL RESERVATIONS:

If any of the following requirements below are not completed, this will result in not refunding your damage deposit and may result in additional fees.

1. Décor on the walls is not allowed. No hanging, no tapping, no 3M Command strips, no tacking, no sticky putty. Absolutely no exceptions to hanging anything by any means.
2. If you need to use the flags, they are located in the back closet of the Multi-Purpose Room, and need to be put back in the closet after use.
3. Applicant must remove all garbage and debris from the room(s) they reserved immediately following use into the garbage enclosure outside of City Hall located at the West entrance of the building. Clean and restore the facility to its original condition immediately after facility use. This includes: wiping down all tables and chairs, rinse out rags and put them in the rag bag, rinse out all sinks, turn off stove/oven and wipe down, clean out microwave, dishwasher dishes need to be cleaned and put away, sweep and mop floors, remove any items brought in, close kitchen window and turn off lights.
4. City Hall is not responsible for any lost or stolen items.
5. Use shall only take place during specified hours listed on the application.
6. In the event the amount of deposit (\$100) is not sufficient to offset any damage or clean up, the City shall, after repair of damage or cleaning, provide to Applicant an itemized statement of the costs of such repairs or cleaning, and applicant agrees to pay the balance due in 10 days after receipt from the City.
7. Applicant must maintain order and keep the peace with reasonable noise level during times rented. Applicant may arrange and contract for security services during an event. Applicant and all guests shall comply at all times with the Rules and Regulations along with City, State, and Federal laws.
8. Must be 18 years or older to rent the City Hall.
9. No musical bands/groups or disc jockeys to perform at City Hall unless approved by City.
10. Albertville City Hall is a smoke and tobacco free facility.
11. The Albertville City Code governs all alcohol use.
12. City Hall reservation hours are 7:00 a.m. to 10:00 p.m. The doors must be locked and everyone out by 10p.m., no exceptions.

Keys need to be picked up and dropped off at City Hall, 5959 Main Avenue NE, Albertville during regular business hours (Monday—Thursday 7:00 a.m.—5:30 p.m., closing daily from 12:00-12:30 p.m. and closed on Fridays).

By signing this application, I acknowledge receipt of and agree to follow all City Hall Regulations. I understand that a portion or all of my deposit may be charged if these policies are not followed. I authorize the City of Albertville, MN to file a claim against my insurance company if the deposit I have given does not cover any damages or cleaning needed from my use of the facility/grounds. I understand I will be the first one in the building/grounds and the last one to leave from my group and I must be present during the entire event.

It is agreed that this permit is a license only to use the facilities for the stated purpose(s). The licensee agrees that the City of Albertville, MN, its agents, employees, and assigns are not responsible for any personal injury, death, or property damage sustained by licensee, his/her invitees, or guests arising out of the use of the facilities pursuant to this permit. Licensee agrees to indemnify the City of Albertville MN, and its agents, employees, and assigns from any claims of personal injury, death or property damage made against it arising from the use of the facilities pursuant to this permit.

Signature: _____ **Date:** _____