

# 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 ALBERTVILLE CITY HALL RESERVATIONS:

The City of Albertville, Minnesota has adopted the following City Hall Rental Rules and Regulations concerning the rental of City Hall to a member of the public or a group (the "User") for an "Event." These Rules and Regulations will be incorporated by reference into any contract between the City and a User.

1. Must be 18 years or older to rent the City Hall.
2. 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. The rental hours include the time necessary for set up and clean up.
3. Only the room reserved at City Hall on the Reservation Application may be used. Any offices or other private areas are off limits. Please keep common areas clean.
4. A security deposit of \$100.00 and a key deposit of \$10.00 must accompany the Application. The deposit will be returned if the Application is denied or the Event is cancelled for any reason by the City or the User. If the Application is approved, the deposit will be returned to the User within (30) days after the Event if there is no damage to Rental Area or its contents. The City may withhold a portion or all of the deposit if the User does not adequately clean the Rental Area following the Event. The amount of the deposit does not limit the liability of the User for any damage or loss caused by the User or the User's guests and invitees.
5. The User shall not make any alterations without the written consent of the City. Alterations include any items that shall be hung, glued, taped or in any way affixed to the walls, ceiling, floor, windows or light fixtures. Decorations must be pre-approved by the Rental Coordinator during the rental application process.
6. The User is responsible for leaving the Rental Area in as good or better condition than found. Wipe down all tables and chairs and return to their original position. All floors must be swept and mopped. Remove any items that were brought in. The User must empty all garbage into the dumpster located in City Hall parking lot.
7. Any accidents or damage to City Hall must be reported to the Rental Coordinator following the Event.
8. City Hall will not be responsible for any personal property belonging to the user or the user's guests or invitees.
9. All entertainment must be pre-approved by the City
10. Smoking in City Hall is prohibited at all times.
11. The Albertville City Code governs all alcohol use.
12. The User must comply with the laws of the State of Minnesota and City ordinances. The City has the right to terminate use of City Hall during any Event if the User violates any State laws or City ordinances. All fees shall be forfeited when an Event is terminated for this reason.
13. Any violation and or failure to adhere to all guidelines may result in denial of future applications for the use of the facility and forfeiture of any fees submitted to date.

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:** \_\_\_\_\_