

APPLICATION FOR RENTAL - MINNETONKA COMMUNITY CENTER
14600 Minnetonka Blvd, Minnetonka MN 55345 Phone (952)939-8390; Fax (952)939-8373
Hours to process application: Monday - Friday 8am-4pm

The following information is needed for individuals interested in reserving the Minnetonka Community Center Dining Room, Community Room or entire Banquet Room. Applications will not be processed unless all of the following information is completed. Payment of the entire reservation fee or \$250.00 down payment, whichever is less, is required at the time of reservation. Cash, check, VISA, Discover or Master Card accepted for down payment, and this amount is NON-REFUNDABLE and NON-TRANSFERABLE. Rates are subject to change.

NAME OF RESPONSIBLE PARTY: **(PLEASE PRINT)** _____
(Name listed above is the only individual who will be allowed to make arrangements regarding the reserved date and must be at floor plan.)
 STREET ADDRESS _____ CITY _____ ZIP _____
 HOME PHONE _____ WORK PHONE _____
 E-MAIL ADDRESS _____
 ROOM REQUESTED: (please circle one) Community Room (max 125) Dining Room (max 125)
 Banquet Room (max 250) *(Community and Dining Rooms combined)*
 DATE REQUESTED: MONTH _____ DAY _____ YEAR _____
 TIME TO GET IN ROOM: _____ LEAVE AT: _____
 NUMBER OF PEOPLE YOU EXPECT (NOT TO EXCEED 250) _____
 TYPE OF EVENT _____
 RELATIONSHIP OF RESPONSIBLE PARTY TO EVENT LISTED ABOVE: _____

DOES YOUR EVENT INCLUDE ANY EXCHANGE OF MONEY (i.e. CHARGE ADMISSION, COLLECT MONEY, SELL MERCHANDISE OR SERVICES, ETC)? **YES** _____ *(describe)* _____ **NO** _____
If your event charges admission, collects money or sells merchandise or services of any kind you MUST have your event approved by Facility Management before application is approved.
 WILL BEER, WINE OR CHAMPAGNE BE SERVED? **YES** _____ **NO** _____
If serving beer, wine or champagne, the renter must provide a certificate of liability insurance, with the City of Minnetonka listed as a certificate holder, showing proof of \$300,000.00 or greater in liability insurance coverage.

1. Residents cannot apply for, rent or reserve the facility for a non-resident.
2. Contracts will only be issued in the name of the above applicant.
3. Applicant must be present at above event in its entirety.
4. If serving food, the responsible party/or the caterer, must provide a current catering license to the city. If a non-licensed caterer will be used, a certificate of liability insurance from your insurance company which shows you have liability coverage in the amount of \$300,000 or greater is required for the day of your event. The City of Minnetonka must be listed as a certificate holder.
5. By signing this application form, the Lessee acknowledges on behalf of him/herself and the Lessee's organization or group ("participant") that use of Minnetonka's facilities may carry a risk of personal injury. The participants **RELEASE AND DISCHARGE**, the City of Minnetonka and their agents and employees, from liability for injuries or damages, including any losses **CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY** of the Released Parties.
6. This application is only a request. An approved date will be confirmed with a permit issued to the responsible person above. Down payments for confirmed dates are non-refundable/non-transferable. If requested date is not available, down payment will be returned.
7. Approved reservations could be cancelled or the event capacity could be restricted due to circumstances outside of the city's control.

I have read all of the above information, as well as the policy regarding the Minnetonka Community Center, and have a complete understanding of its content.
 APPLICANT: Signature _____ Date: _____

OFFICE USE ONLY:

Payment method Check _____ Cash _____ **Credit Card** Visa _____ Master Card _____ Discover _____

Application received by _____ Date _____ Resident verification _____