## 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 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  ROOM REQUESTED: (please circle one)  Banquet 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)  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 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 for lider in agents and employees, from liability for 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 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 and the	<ol> <li>Residents cannot apply for, rent or reserve to Contracts will only be issued in the name of Applicant must be present at above event in the serving food, the responsible party/or the caterer will be used, a certificate of liability in coverage in the amount of \$300,000 or great listed as a certificate holder.</li> <li>By signing this application form, the Lessee group ("participant") that use of Minnetonka AND DISCHARGE, the City of Minnetonka including any losses CAUSED BY THE NEC.</li> <li>This application is only a request. An approvabove. Down payments for confirmed dates down payment will be returned.</li> <li>Approved reservations could be cancelled of the city's control.</li> <li>I have read all of the above information, as complete understanding of its content.</li> </ol>	the facility for a non-resident. It the above applicant. In its entirety. It cateries are company which shows you have liability after is required for the day of your event. The City of Minnetonka must be acknowledges on behalf of him/herself and the Lessee's organization or its facilities may carry a risk of personal injury. The participants RELEASE and their agents and employees, from liability for injuries or damages, GLIGENCE OR STRICT LIABILITY of the Released Parties. Wed date will be confirmed with a permit issued to the responsible person are non-refundable/non-transferable. If requested date is not available, or the event capacity could be restricted due to circumstances outside of well as the policy regarding the Minnetonka Community Center, and have a
HOME PHONE	<ol> <li>Residents cannot apply for, rent or reserve to Contracts will only be issued in the name of Applicant must be present at above event in the serving food, the responsible party/or the caterer will be used, a certificate of liability in coverage in the amount of \$300,000 or great listed as a certificate holder.</li> <li>By signing this application form, the Lessee group ("participant") that use of Minnetonka AND DISCHARGE, the City of Minnetonka including any losses CAUSED BY THE NEC.</li> <li>This application is only a request. An approvabove. Down payments for confirmed dates down payment will be returned.</li> <li>Approved reservations could be cancelled on</li> </ol>	the facility for a non-resident. If the above applicant. In its entirety. Its entirety. Its entirety. Its entirety is required for the day of your event. The City of Minnetonka must be acknowledges on behalf of him/herself and the Lessee's organization or its facilities may carry a risk of personal injury. The participants RELEASE and their agents and employees, from liability for injuries or damages, GLIGENCE OR STRICT LIABILITY of the Released Parties. It is required for the day of your event. The City of Minnetonka must be acknowledges on behalf of him/herself and the Lessee's organization or its facilities may carry a risk of personal injury. The participants RELEASE and their agents and employees, from liability for injuries or damages, GLIGENCE OR STRICT LIABILITY of the Released Parties. It is requested date is not available, are non-refundable/non-transferable. If requested date is not available,
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NAME OF RESPONSIBLE PARTY: (PLEASE PRINT)		CITTZIP
	STREET ADDRESS	

Payment method Check\_\_\_\_Cash\_\_\_\_\_ Credit Card Visa\_\_ Master Card\_\_\_ Discover\_\_\_

Application received by\_\_\_\_\_\_Date\_\_\_\_\_\_ Resident verification \_\_\_\_\_