

ALBERTVILLE RESERVATION FORM CITY HALL

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

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

Applicants must be 21 years of age and are required to submit the application at least 14 days prior to the event. Applications will not be accepted more than one year in advance. Adult supervision, at all times, is a rental requirement of facility use.

REQUESTED DATE OF RESERVATION: _____

RENTER INFORMATION (Please print clearly):

Name of Applicant: _____ Organization: _____

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

Email: _____ Cell Phone: _____ 2nd Phone: _____

Driver License Number: _____

RESERVATION INFORMATION:

Purpose of Use: _____ Estimated Attendance: _____

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

ROOM REQUESTED FOR USE:

- Community Room (**limited use only/max 100ppl**)
- Multi-Purpose Room (**max 50ppl**)
- West Conference Room (**residents only/max 12ppl**)
- Upper Level (**residents only/set-up not included/max 50ppl**)

OTHER REQUESTS:

- | | | |
|------------------|-----|----|
| AV Equipment: | YES | NO |
| WIFI Access: | YES | NO |
| Use of Kitchen: | YES | NO |
| 2 Buffet Tables: | YES | NO |

CATERING:

Will food be served at this event? YES NO If so, who will be catering _____

***Alcohol is strictly prohibited at all reservations**

Requested set-up for reservation? YES NO

If yes, please select from the following:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Classroom Style | <input type="checkbox"/> Theater Style | <input type="checkbox"/> Other |
| <input type="checkbox"/> Banquet Style | <input type="checkbox"/> Open Floor | |

Comments:

OFFICE USE ONLY:

USER TYPE:

- City of Albertville Non-Profit (Local)
- City of Albertville Resident
- Non-Resident

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

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

RULES AND REGULATIONS FOR RENTAL USE OF THE CITY HALL FACILITY:

The City of Albertville, Minnesota has adopted the following Rules and Regulations concerning the rental use of the City Hall Facility.

1. Must be 21 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 10 p.m., no exceptions. Your selected rental hours need to 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. All City Hall offices are off limits.
4. A security deposit of \$250.00 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. Users must return the room to original layout, sweep/mop floors, wipe surfaces, and bring all garbage to the outdoor trash station. Please keep common areas clean and unoccupied. Failure results in deposit forfeiture.
7. All accidents or damage must be reported to the Rental Coordinator immediately.
8. The City is not responsible for lost, stolen, or damaged personal belongings.
9. No amplified music allowed. No animals. No inflatables/bounce houses.
10. Smoking is prohibited anywhere in City Hall.
11. Alcohol is strictly prohibited at all reservations and events. Violations result in immediate termination of the event, full deposit forfeiture, and possible denial of future rental privileges.
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 may result in loss of deposit, additional charges, termination of the event, and denial of future reservations.

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 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:** _____