



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



This application must be filled out by individuals interested in reserving the Minnetonka Community Center Dining Room, Community Room or entire Banquet Room. The facilities office requires a completed application along with payment of entire reservation fee or \$250.00 down payment, whichever is less, at time of reservation. Cash, check and all major credit cards accepted for down payment. This amount is NON-REFUNDABLE and NON-TRANSFERABLE. Rates are subject to change.

NAME OF APPLICANT/LESSEE: (PLEASE PRINT) _____

If APPLICANT is an Organization, NAME OF RESPONSIBLE PERSON: _____
(Individual Applicant/Responsible Person listed above is the only individual who will be allowed to make arrangements regarding the reserved date and must attend pre-event meeting and event.)

STREET ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

E-MAIL ADDRESS _____

ROOM REQUESTED: (circle one) Community (max 125); Dining (max 125); Banquet (max 250) (both rooms combined)

DATE REQUESTED: Month: _____ Day: _____ Year: _____ ROOM ACCESS TIME: _____ LEAVE at: _____

NUMBER OF PEOPLE EXPECTED (NOT TO EXCEED 250) _____

TYPE OF EVENT _____

RELATIONSHIP OF RESPONSIBLE PERSON 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.

- Residents cannot apply for, rent or reserve the facility for a non-resident.
- Contracts will only be issued in the name of the above applicant.
- Applicant must be present at above event in its entirety.
- If serving food, the responsible party 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 and the certificate must be in the name of the applicant.
- By signing this application form, the Lessee acknowledges that use of Minnetonka's facilities may carry a risk of personal injury. The Lessee RELEASES AND DISCHARGES, the City of Minnetonka and its agents and employees ("City Parties"), from liability for injuries or damages, including any losses caused by an act or omission of the City Parties. The Lessee agrees to hold harmless and indemnify the City Parties from all claims and suits that may be brought as a result of use of City of Minnetonka's facilities, including claims and suits arising from an act or omission of the City Parties. The Responsible Person represents and warrants that he/she has the authority to bind the Lessee to the provisions of this application and that he/she is personally liable for the Lessee's failure to comply.
- This application is only a request. An approved date will be confirmed with a permit issued to the Lessee/Responsible Person above. Down payments for confirmed dates are non-refundable/non-transferable. If requested date is not available, down payment will be returned.
- 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 Minnetonka Community Center policy, and have a complete understanding of its content.

APPLICANT: Signature _____ **Date:** _____

OFFICE USE ONLY:

Pymt method: Check _____; Cash _____; Credit Card – V MC D AE App Rec'd by: _____ Date _____ Resident Verify _____