

# APPLICATION FOR RENTAL OF THE 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 and/or Community Room. Applications will not be processed unless all of the following information is completed. Payment of the entire reservation fee or \$250.00 deposit, whichever is less, is required at the time of reserving the Community Room, Dining Room or the entire Banquet Room. The reservation deposit is NON-REFUNDABLE. Rates are subject to change.

NAME OF RESPONSIBLE PARTY: (PLEASE PRINT) _____ <small>(Applicant listed above is the only individual who will be allowed to make arrangements regarding the reserved date and must be at floor plan.)</small>			
STREET ADDRESS _____		CITY _____	ZIP _____
HOME PHONE _____		WORK PHONE _____	
ROOM REQUESTED: (please circle one)	Community Room	Dining Room	Banquet Room <small>(Community and Dining Rooms combined)</small>
DATE REQUESTED: MONTH _____	DAY _____	YEAR _____	
TIME TO GET IN ROOM: _____		LEAVE AT _____	
NUMBER OF PEOPLE YOU EXPECT (NOT TO EXCEED 250) _____			
THIS RESERVATION IS FOR A _____			
RELATIONSHIP OF APPLICANT 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
<b><i>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.</i></b>		
WILL BEER, WINE OR CHAMPAGNE BE SERVED?	YES	NO
<i>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.</i>		

1. Residents cannot apply for, rent or reserve the facility for a non-resident.
2. Permits will only be issued in the name of the above applicant who will be the responsible party for all communication, floor plan, insurance, and the day of the event.
3. 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.
4. 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.
5. This application is only a request. An approved date will be confirmed with a permit issued to the responsible person above. Deposits for confirmed dates will not be refunded. If your requested date is not available, your deposit will be returned.

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 \_\_\_\_\_

**For Office Use Only**

Date Application and Deposit Received \_\_\_\_\_ Received by \_\_\_\_\_ Approval \_\_\_\_\_

Staff scheduled at \_\_\_\_\_ Room available at \_\_\_\_\_