

Room Rental Application/Agreement

Request Received _____ Rental Date _____ Reservation # _____

RENTER INFORMATION:

Contact Person _____ Phone number _____

Address _____ City _____

State _____ Zip code _____ E-mail _____

Woodbury Resident: Yes ☐ No ☐ Type of Event _____ # Attending _____

Banquet Room(s)

- ☐ Valley Creek Room A & B
☐ Valley Creek Room A
☐ Valley Creek Room B

Meeting Rooms

- ☐ Tamarack Room
☐ Oak Room

Miscellaneous

- ☐ Amphitheater
☐ Photo Shoot
☐ PA/Audio Visual
☐ Linens ☐ Napkins

Ceremonies

- ☐ Bridge Ceremony
☐ Amphitheater Ceremony
☐ Patio Ceremony

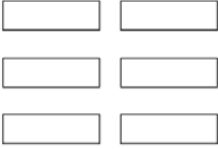
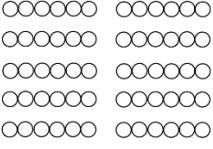
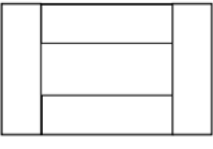
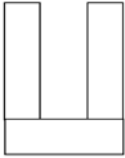
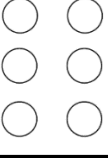
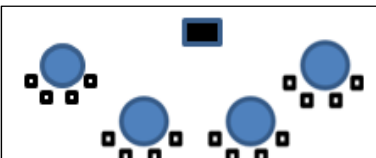
RENTAL TIMES: (All set-up and clean-up must be within rental time.)

(All rentals occurring Monday-Thursday must be concluded and participants exited the building prior to 8 p.m.)

(All rentals occurring Friday-Sunday must be concluded and participants exited the building prior to 5 p.m.)

Arrival/Set-up Time: _____ Event Start Time: _____ Event End Time: _____

Additional Notes: (Buffet tables in hallway or room, snack, registration table)

_____ Classroom (with tables) <small>Tamarack/Oak only</small>	_____ Theater (chairs only) <small>Banquet Room Only</small>	_____ Square <small>Tamarack/Oak only</small>
		
_____ U-Shaped <small>Available in all rooms</small>	_____ Rounds <small>Banquet Room Only</small>	_____ Crescent
		

Scheduling Instructions

Reservations are available on a first request basis. Do not consider the request confirmed until you have fully paid and have received a facility sales receipt.

Resident fees apply to Woodbury residents and businesses located within the City of Woodbury. Non-resident fees apply to any individual, groups or businesses, not located within Woodbury. Fees for corporate events are based on location of the corporation or business; not the individual reserving the space.

Renters may use only the space reserved and approved on the facility sales receipt. Renter agrees to leave the space as it was found, including returning any moved items to their original location(s).

The rules and regulations of the facility must be shared with all parties involved with facilitating the use. Rules will be enforced by on-site staff.

Waiver, Release and Indemnification Agreement must be signed and returned prior to rental.

Cancellation Policy

15% with 45-day notice (damage deposit refunded); Less than 45-day notice – no refund of fees; **No refunds** will be issued for bridge weddings, amphitheater rentals, photo shoots or whole facility non-refundable down payments at any time.

Agreement

Renter understands and agrees that this is only an application. Use is not confirmed until the application is approved and payment is received.

Renter agrees that the application may be denied without cause or reason.

Renter understands that Central Park may be open to the public during the rental period and that the Renter only has exclusive access to those areas as specified on the Facility Sales receipt.

Renter represents that the above-described premises are being rented for the purpose of _____ and for no other purpose without written consent of the City of Woodbury endorsed on this Agreement.

By signing this application/agreement, the Renter affirms that they have read and understand all the rental rules and regulations printed on this form, and agree to notify all parties involved with facilitating the event of the stated terms and conditions.

Renter agrees to defend, indemnify and hold the City of Woodbury harmless from any claims, injuries or damages of whatsoever nature arising out of or connected with their use of the facility.

If the rented facility, or any part thereof, or any equipment thereon is damaged by the act, fault or negligence of the Renter, its agents, employees or guests, Renter will pay to the City of Woodbury, upon demand, such sum as shall be reasonably necessary to restore the rented premises or equipment contained therein to their present condition.

This Agreement and reservation is non-transferable.

Certain fees, such as those for linens and Public Safety Officers, are subject to change.

The City of Woodbury reserves the right, and may give permission to the media, to photograph at our facilities. These photos are used for promotional purposes and may be used on all forms of communications the city utilizes. If you see City of Woodbury staff taking photos and you wish not to be photographed, please inform us.

The Renter is responsible for returning emails and phone calls to the Central Park staff within seven (7) days.

CANCELLATION POLICY

Requests received 45 days or more prior to rental date, will be eligible for a refund minus a 15% administrative fee. Requests received less than 45 days prior to rental date will not be eligible for a refund. No refunds will be issued for wedding ceremonies, amphitheater rentals or photo shoots at any time.

Regulations

Regulations for use of Central Park

Thorough clean-up of facility is Renter's responsibility or sponsoring organization. Renter agrees to supervise all guests, invitees and members.

If the facility, or any part thereof, is damaged or destroyed, the Renter agrees to pay for the repair and/or replacement.

Renter agrees that their use of the facility is undertaken at their own risk, and the City of Woodbury will not be liable for any claims, injuries, damages of whatsoever nature incurred by the Renter or their guests due to the negligence of the Renter's guests or the negligence of third parties.

Renter agrees to defend, indemnify and hold the City of Woodbury harmless from any claims, injuries or damages of whatsoever nature arising out of or connected with their use of the facility.

Any decorations/table settings must be installed and removed within the rental period, unless otherwise specified. **No** nails, tacks or staples are allowed on the walls, ceilings or glass windows.

No open flames or candles are allowed in any rental rooms unless pre-authorized by the City of Woodbury. If authorized, candles must be enclosed in glass containers.

All person attending any event at Central Park shall abide by the facility policies. At their discretion, City staff, authorized representatives or a Public Safety Officer may:

- Order the removal of any offender, and
- Revoke the facility permit immediately and order all persons from premises.

Food/Beverage Rules

- ✓ Absolutely **No** home cooked foods or alcohol are allowed on the premises.
- ✓ **No** food preparation will take place on-site
- ✓ All food product and waste is to be removed off-site following the event within the room rental period, unless pre-authorized.
- ✓ All food must be provided by a licensed establishment. This may include a caterer licensed in Minnesota, local restaurant or grocery store.
- ✓ A copy of establishment license/insurance must be provided two (2) weeks prior to event
- ✓ All alcoholic beverages must be provided and served by the City of Woodbury's designated licensed liquor provider, within the Central Park facility between the hours of 5:30 p.m. -11:30 p.m. (*Alcohol is never allowed in parking lots.*)

Covid Guidelines

Renter agrees to comply with rules, regulations, policies and guidelines, including those related to Covid-19.

Yes No

By signing this agreement, the renter affirms that they have read and understand the agreement and all regulations within this application form, as well as agreed to and signed the Waiver, Release and Indemnification Agreement. Renter agrees to notify all parties involved with the event of the stated terms and conditions.

Renters Name

Renter's Signature

Date