



**Central Park**  
 8595 Central Park Place  
 Woodbury, MN 55125  
 (651) 714-3586



**FULL FACILITY RENTAL AGREEMENT APPLICATION**

Request Received \_\_\_\_\_ Rental Date \_\_\_\_\_

**RENTER INFORMATION:**

Contact Person/Bride \_\_\_\_\_ Phone number \_\_\_\_\_

Second Contact Person/Groom \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ E-mail \_\_\_\_\_

Woodbury Resident: **Yes**  **No**  Type of Event \_\_\_\_\_ # Attending \_\_\_\_\_

**RENTAL INFORMATION:**

- Rental period includes hours between **6:00 p.m. to 12:00 a.m.**  
 Arrival/Set Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_
- Additional hours for set up time 4:00 p.m. to 6:00 p.m. **Yes**  **No**  (requires additional fee)
- Sound Technician Services. **Yes**  **No**  (requires additional fee)

Rentals shall include all set-up and clean up time, unless arranged otherwise. Full facility rentals must end by 12:00 a.m. and clean up completed and all persons exited the premise by 1 a.m. Hourly increments will be charged to the renter for unauthorized use of the building after 1 a.m.

**RENTAL FEES/DEPOSITS:**

**Non-refundable deposit of \$350.00 is due at the time reservation is made. Signed agreement must accompany deposit.**  
 FINAL PAYMENT IS DUE AT THE FINAL PLANNING MEETING OR TWO WEEKS PRIOR TO RENTAL DATE.

**Note:** No spaces are held or "penciled in". Full facility deposits apply to the remaining balance of the rental.

**FOOD/BEVERAGE:**

Renter serving alcohol at event? **Yes**  **No**

- All Alcohol **must** be provided and served through Complete Beverage or Central Park's exclusive provider. The renter must contact Complete Beverage at 1-800-550-7750 within two weeks of signing this contract to contract their services.
- If alcohol will be served at the event, a City of Woodbury Public Safety Officer must be present. Renter must notify coordinator 8 weeks prior to the event. A fee of \_\_\_\_\_ will be applied.
- Consumption of alcohol must be finished by 11:30 p.m.
- Food must be served at the event in order for alcohol to be served.

Renter providing food at event? **Yes**  **No**  Rental Caterer \_\_\_\_\_

- All food and beverages must be served by a licensed and insured provider.
- A copy of the license/insurance must be provided to the Central Park coordinator two weeks prior to event.
- Must provide Building Coordinator with a copy of the Caterer's license/insurance.

**AGREEMENT**

- Renter understands that this agreement is void if final payment is not received on or before two weeks prior to the date of the party.
- This is only an application for use and gives no assumed or implied rights for use until the application is approved by the City of Woodbury Parks & Recreation Department.
- Renter agrees that the City of Woodbury Parks & Recreation Department may deny the application without cause or reason.
- Renter shall have the right of ingress and egress through the halls and corridors of the Central Park building, but acquires no other right to any other part of the building, other than areas specified.
- 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.
- Renter covenants and agrees to save the City of Woodbury harmless and to indemnify the City of Woodbury against any and all claims and liabilities for compensation.
- Renter will obtain and pay for bodily injury liability and property damage insurances required by the City of Woodbury, and all necessary permits and licenses, and will not do or allow to be done anything on the leased premises in violation of local, state or federal laws, ordinances rules or requirements.
- By signing this form, the Renter affirms that they have read and understand this agreement and all the rental rules and regulations printed on the back of this form, **and agree to notify all parties involved with facilitating the event of the stated terms and conditions.**

**AGREEMENT (CONT.)**

- If the leased premises 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 contract and reservation is nontransferable.
- Certain fees such as those for linens, security officers, and sound technicians are subject to change.
- Pictures of your event may be taken and used for advertising and promotional purposes. (Photographs and videos are periodically taken while participants are in programs, special events, or enjoying the parks. Please be aware that these photos may appear in the local newspapers, on local cable television, and/or Parks & Recreation Department publications.)
- The renter is responsible for returning emails and phone calls to the Building Coordinator within seven days.

The City of Woodbury enforces the following rules and regulations for each rental.  
Please read them carefully.

**Regulations for Use of Central Park:**

1. Renters must use a licensed caterer and servers for food/beverage items with rentals of 100 people or more.
2. Thorough clean up of facility is Renter's responsibility or sponsoring organization. Renter agrees to supervise all guests, invitees and members. Renter agrees it will not allow guests, invitees and members to damage or destroy the facility. If the facility or any part thereof is damaged or destroyed, the Renter agrees to pay for the repair and/or replacement.
3. Renter agrees that the use of the facility is voluntary. 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. On behalf of the Renter, it is represented that it expressly forever releases and discharges the City of Woodbury, agents or employees, from any such claims, injuries or damages. 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.
4. Any decorations/table settings must be installed and removed within the rental time. **No** nails, tacks or tape are allowed on the walls, ceilings or glass windows.
5. **No** candles are allowed in any rental rooms unless pre-authorized by the City of Woodbury. Candles must be enclosed in glass.
6. All persons attending any event at Central Park shall abide by the City of Woodbury facilities policies. At their discretion, City of Woodbury staff, authorized representatives or a Public Safety Officer may:
  - (a) Order the removal of any offender.
  - (b) Order immediate removal of alcoholic beverages from premises.
  - (c) Revoke the facility permit immediately and order all persons from premises.

**Scheduling Instructions:**

1. Reservations can only be made through the Central Park Building Coordinator at 651-714-3586.
2. Woodbury resident fees apply to Woodbury residents and businesses located within the City of Woodbury. Non-resident fees apply to any individual, groups and businesses not located within the City of Woodbury. Fees for corporate events are based on location of the corporation or business; not the individual employee.
3. Reservations will not be confirmed without signed contract and non-refundable deposit.
4. Renters may use only the space reserved and approved on the Contract Agreement. Renter agrees to leave the space as it was found, including returning items moved.
5. A \$350.00 non-refundable deposit is required to reserve the facility. The deposit will be applied to the rental fee balance due. Full facility rentals must be paid in full, two weeks prior to the event. A \$500 damage deposit check is required with the final facility rental payment. The damage deposit will be returned two weeks after the rental, if no damage has been assessed.
6. Full facility cancellations will result in the forfeiture of the deposit.
7. Full facility rentals may be reserved up to eighteen (18) months in advance.
8. A contact person must be designated to oversee all arrangements with the City of Woodbury.
9. This rental agreement must be shared with all parties involved with facilitating the event. Rules will be enforced by the Event Attendant and/or City of Woodbury Parks and Recreation staff.

**Renters using a Food and Beverage Caterer:**

The City of Woodbury can provide a list of suggested food caterers. Absolutely **no** home cooked foods are allowed on the premises. *Renter must notify the caterer of the following regulations:*

1. All alcoholic beverages must be provided and served by Complete Beverage Service or City of Woodbury's exclusive alcoholic beverage caterer.
2. No food preparation will take place on-site.
3. All food product and waste is to be removed off-site following the event within the room rental period.
4. Specific room set-up instructions and staging requirements must be provided during the final planning meeting.

\_\_\_\_\_  
Scheduling Coordinator  
City of Woodbury, Parks & Recreation Department

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date