



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



ROOM RENTAL AGREEMENT APPLICATION

Request Received _____ Rental Date _____

RENTER INFORMATION:

Contact Person _____ Phone number _____
 Address _____ City _____
 State _____ Zip code _____ E-mail _____
 Woodbury Resident: **Yes** **No** Type of Event _____ # Attending _____

RENTAL OPTIONS:

- Amphitheater sound technician needed: **Yes** **No** *(must notify scheduling coordinator 2 weeks prior to rental)*
- Valley Creek Room A and B Valley Creek Room A Valley Creek Room B
- Tamarack Room Oak Room Bridge Ceremony
- Kitchen Photo Shoot

Additional Rental Accessories:

- TV / VCR Easels Projection Cart

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

Arrival/Set Up Time: _____ Event Start Time: _____ Event End Time: _____
 (All rentals occurring Monday - Thursday must be concluded and participants exited the building prior to 9:00 p.m.)
 (All rentals occurring Friday - Sunday must be concluded and participants exited the building prior to 6:00 p.m.)

Special room layout requested Yes No *(must notify scheduling coordinator 2 weeks prior to rental)*

RENTAL FEES:

Payment in full and signed Rental Application and Agreement are required to secure a reservation. No spaces are held or "penciled in".

Cancellation requests received 31 days or more before rental date will be eligible for a refund minus a 15% administrative fee.

No refunds will be issued for bridge weddings, amphitheater rentals, or photo shoots at anytime.

FOOD SERVICE:

Renter providing food at event? **Yes** **No**

If rental is for 100 people or more; a licensed caterer is required.

Renters 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.

Caterer license/insurance received. **Yes** **No**

AGREEMENT

- Renter understands and agrees that 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.
- 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.
- 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.**

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

Rentals priorities are as follows:

1. City of Woodbury programs and activities. City of Woodbury co-sponsored programs and activities.
2. Rental will be done on a first-come, first-served basis.
3. Scheduling Coordinator has right to decline reservation due to program conflicts.

Regulations for Use of Central Park:

1. Thorough clean up of all meeting rooms is the 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.
2. 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.
3. 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.
4. No alcoholic beverages shall be stored, served or consumed during rental period.
5. 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. Central Park rooms will be available on a first request basis.
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. Although fees and room application agreement forms may be accepted by mail or in person at the City of Woodbury offices, **do not** consider the rooms held for your group until you receive a facility permit.
4. Renters may use only the space reserved and approved on the Room Application / Agreement document. Renter agrees to leave the space as it was found, including returning items moved.
5. A contact person must be designated to oversee all arrangements with the City of Woodbury. This person is responsible to call the scheduling coordinator one week prior to the rental date to go over all final arrangements
6. 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 Service Caterer:

The City of Woodbury will allow Valley Creek Room rental to use a caterer service of their choice. Absolutely no home cooked foods are allowed on the premises for the event. *Renter must notify the caterer of the following regulations:*

1. No food preparation will take place on-site.
2. All food product and waste is to be removed off-site following the event within the room rental period.
3. Specific room set-up instructions and staging requirements must be provided during the final planning meeting.
4. All table linens must be removed and tables wiped with sanitation solution.

Scheduling Coordinator
City of Woodbury, Parks & Recreation Department

Renter's Signature

Date

Date