

CITY OF ANNANDALE PAVILION RESERVATION RENTAL

Park Hours: 9:00 am to 11:00 pm daily

Park Rental: Any person wishing to rent the Pavilion for a specific date may contact City Hall at (320) 274-3055. Reservations may be made up to one year in advance prior to the date of rental. In order to secure a date, one-half of the rental payment must be made within five (5) days of verbal request.

Park Key: The park pavilion key is available at City Hall no more than 2 days prior to the date of reservation and must be returned the next business day after the rental. The balance of the rental amount and the damage deposit is also due when the key is picked up. You will not be able to gain access to the pavilion until the date of your rental unless you are willing to pay the extra days rental fee.

Deposit: There shall be a **deposit of \$200.00** required of anyone reserving the pavilion. The deposit will be returned after the pavilion is inspected for cleanliness and damage and return of the key.

(tax included in price)

	<u>Upper level</u>	<u>Lower level</u>
Weekday	\$ 25.00	\$ 50.00
Weekend	\$ 100.00	\$ 150.00

Upper pavilion _____ **Lower pavilion** _____

Day/Date: _____ **Cost:** _____

(Name of responsible party)

(Phone #)

(Address)

(Cell Phone #)

Deposit Received: (Date) _____ (Check #) _____

**In case of emergency at the pavilion, please call the public works pager at
(320) 274-4568**

CITY OF ANNANDALE PAVILION RESERVATION RENTAL

Important Rules to Know:

- 1) Reservations need to be made in advance to ensure the event date (minimum of 72 hours). Reservations cannot be made more than one year in advance of rental date.
- 2) To secure the reservation, the reservation form must be received within five (5) business days after reservation is requested along with payment of one half (1/2) of the rental fee.
- 3) The down payment of the pavilion rental fee is non-refundable in the event of a cancellation.
- 4) Park and pavilion hours are from 9:00 am to 11:00 pm daily. You have access to the pavilion only for the day of your rental. If you wish to gain access the day before or after, you will have to pay the regular rental fee for the extra day.
- 5) Only consumption of beer and wine is allowed – all other alcoholic beverages are not allowed.
- 6) Responsible Party as noted on the application is responsible for cleaning the building and grounds and returning the key.
- 7) City of Annandale personnel will inspect the area after each person/group has used the pavilion to check for cleanliness and/or damage.
- 8) Have this signed form with you as proof you have rented the shelter.
- 9) **DO NOT** drive or park on the grass area around the pavilion.

I, the undersigned, hereby agree to release and discharge the City of Annandale, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments, and executions. This release includes all claims that I, or the group, renting the shelter may have against the City of Annandale for all personal injuries, death or property damage which may arise out of the rental and use of the City of Annandale Pavilion.

Signature – Responsible Party

Date