MAPLE GROVE PARK DISTRICT

Facility Rental Application

Please complete all sections. Applications must be received at least 14 days before the event. Incomplete applications will be returned.

SECTION 1 — APPLICANT INFORMATION

Full name

Organization (if any)

Mailing address

ZIP

Phone

Email

Residency status: ☐ District resident ☐ Non-resident ☐ Registered non-profit (attach 501(c)(3) letter)

SECTION 2 — EVENT DETAILS

Facility requested - select -

Event date (MM/DD/YYYY)

Est. attendance

Start time (incl. setup)

End time (incl. cleanup)

Type of event

Will the event include: ☐ Alcohol ☐ Amplified sound ☐ Tents / inflatables ☐ Vendors / sales ☐ Catered food ☐ Admission fee ☐ Open to the public ☐ Open flame / grill

Describe the event and any special setup needs

SECTION 3 — FEES (office use)

Item	Rate	Qty	Amount
Facility rental			
Damage deposit (refundable)			
Alcohol permit	$75.00		
Staff / security (per hour)	$38.00		
TOTAL DUE			

SECTION 4 — RULES AND CONDITIONS

1. The applicant is responsible for the conduct of all guests and for leaving the facility in the condition in which it was found.
2. Alcohol may be served only with an approved permit and a certificate of liability insurance naming the District as additional insured ($1,000,000 minimum).
3. Amplified sound must end by 10:00 p.m. Sunday–Thursday and 11:00 p.m. Friday–Saturday, per Village of Cedar Hollow ordinance 14-22.
4. Cancellations received 30 or more days before the event are refunded less a $25 processing fee. Cancellations within 30 days forfeit the rental fee; the deposit is refunded.
5. The District may cancel any rental due to weather, emergency or facility conditions; in that case all fees are refunded in full.
6. Vehicles are not permitted on turf or trails. Deliveries must be coordinated with the Facilities Supervisor at least 48 hours in advance.
7. Decorations may not be affixed with nails, staples or tape that damages surfaces. Confetti, glitter and rice are prohibited.
8. The applicant agrees to indemnify and hold harmless the Maple Grove Park District, its commissioners, officers and employees from any claims arising out of the use of the facility.

SECTION 5 — ACKNOWLEDGMENT AND SIGNATURE

☐ I have read and agree to the Rules and Conditions in Section 4.

☐ I certify that the information provided is true and complete.

☐ I understand that a certificate of insurance is required for alcohol, inflatables and events over 100 people.

Applicant signature _____ Date _____

OFFICE USE ONLY

Received by _____ Date received _____ Permit no. _____

☐ Approved ☐ Denied ☐ COI on file ☐ Paid in full