**Deerwood Auditorium Rental Application**

**City of Deerwood, Minnesota**

**Auditorium Rental Application**

Submit this Application to the City Clerk at least 45 days prior to the event.

Please complete all items below. Incomplete applications will not be processed.

**DATE AND TIME OF RENTAL**

Day of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Hours: \_\_\_\_\_\_\_\_ [am] [pm] to \_\_\_\_\_\_\_\_ [am] [pm

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Hours: \_\_\_\_\_\_\_\_\_ [am] [pm] to \_\_\_\_\_\_\_\_ [am] [pm]

NOTE: “Rental Hours” must include time needed for set up and clean up.

**INDIVIDUAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION/COMPANY INFORMATION**

Name of Organization/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT INFORMATION**

Describe event and activities including any entertainment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Estimated attendance: \_\_\_\_\_\_\_\_ Estimated number of minors attending: \_\_\_\_\_\_\_\_\_\_

Is use of kitchen requested? YES NO Will food be sold? YES NO

**If food is being sold, you must apply for a Special Event through Minnesota Department of Health.**

Will alcohol be served? YES NO Will alcohol be sold? YES NO

**APPLICANT MUST COMPLY WITH ALL ALCOHOL LICENSING REQUIREMENTS**

**No alcohol may be brought into the Auditorium except from establishments licensed/insured hired to serve alcohol.**

A security deposit of $500.00 must accompany this application for events. The security deposit may be paid by cash or check. Checks should be made out to the City of Deerwood. If the check is dishonored, your event will be cancelled by the City. See the Auditorium Rules and Regulations for more information concerning the security deposit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

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| **FOR CITY USE ONLY**Security deposit received: $\_\_\_\_\_\_\_\_\_\_ Application Approved YES NOSecurity deposit returned: $\_\_\_\_\_\_\_\_\_\_ Date Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |