



RENTAL DATE: \_\_\_\_\_

# RENTAL AGREEMENT

## LESSEE INFORMATION

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

## RENTAL INFORMATION & FEES

_____ PAVILION	Fee = \$400	Damage Deposit = \$300	DATE OF EVENT _____
_____ ROY CLAY	Fee = \$125	Damage Deposit = \$200	PURPOSE _____
_____ LIONS SHELTER	Fee = \$125	Damage Deposit = \$200	APPROX # OF GUESTS _____
_____ LEGION PARK	Fee = \$125	Damage Deposit = \$200	

Is alcohol being sold?	YES	NO	The sale of alcohol is restricted to the qualified licensed company or individual who has obtained an on-sale liquor license from the City. Contact The Pour House Pub at 952/467-2112.
Is alcohol being served?	YES	NO	Proof of current liability insurance is required if alcohol is being provided at no cost to the guests of the event. The lessee must provide proof of "Special Event Rider / Host" Insurance prior to obtaining the keys.
Sound system rented?	YES	NO	Available at the Pavilion only. Sound system rental fee is \$50.
Early Entry/Late Exit Fee	YES	NO	\$250 each day for scheduled - booked and paid for at time of reservation. \$125 each day for non-scheduled - booked two weeks or less prior to the event.

*The rental fee may be waived or discounted for Non-Profit or Civic Groups. See the Rental Policy and Fee Schedule for details.*

Non-Profit Organization?	YES	NO	Must be located within 15 miles of Norwood Young America and must provide proof of non-profit 501c3 status.
NYA Civic Group?	YES	NO	Norwood Young America Civic Groups are able to rent the facility at no charge for events that are for the community (based on availability). When there is no rental charge, the civic group will be required to clean the facility as if it were cleaned by the City cleaning staff.

I have read and understand the information in the City of Norwood Young America Rental Policy regarding the use of the facilities, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I further understand that fees paid are refundable only in accordance with City policies recited in the City of Norwood Young America Rental Policy.

\_\_\_\_\_  
LESSEE SIGNATURE

\_\_\_\_\_  
DATE

## CITY STAFF TO COMPLETE

	AMOUNT	DATE PAID	EMP INITIALS	PAYMENT TYPE
FEE TOTAL	_____	_____	_____	_____
DAMAGE DEPOSIT	_____	_____	_____	_____
<b>If alcohol is being served, attach the copy of the liability insurance.</b>				KEY # _____
Amount of Damage Deposit Returned	_____			Date Returned _____
If the full damage deposit was not reimbursed, list the reason:				