

PAVILION RENTAL AGREEMENT

For Rental of Roy Clay, Lions Shelter, or Legion Park - fill out other side

RENTER INFORMATION

NAME _____	PHONE _____
ADDRESS _____	EMAIL _____

RENTAL INFORMATION & FEES

RESIDENCY STATUS

CHECK ONE (1)

RENTAL FEE

DAMAGE DEPOSIT

<input type="checkbox"/> CITY-LIMIT RESIDENT	\$ 600.00	\$ 300.00
<input type="checkbox"/> NON-CITY-LIMIT RESIDENT	\$ 900.00	\$ 300.00

**Note: Damage deposit and proof of insurance must be submitted prior to key pickup.*

DATE OF EVENT _____	
PURPOSE OF EVENT _____	APPROX # OF GUESTS _____

ADDITIONAL OPTIONS

EARLY ENTRY (Select One):	DATE _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	SOUND SYSTEM RENTAL (\$50):	Yes <input type="checkbox"/> No <input type="checkbox"/>
LATE EXIT FEE (Select One):	DATE _____	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	\$250/day if scheduled in advance			
	\$125/day if added within 2 weeks of event			

FEE WAIVER ELIGIBILITY

NYA Civic Group / Non-Profit	Yes <input type="checkbox"/> No <input type="checkbox"/>	NYA chartered Civic Groups, Non-Profits, and District 108 schools may use the facility at no charge for community events (based on availability). Groups must clean the facility as if it were cleaned by City cleaning staff.
District 108 School Function	Yes <input type="checkbox"/> No <input type="checkbox"/>	

ALCOHOL DETAILS

WEDDING EVENT (Must use NYA Baseball Club)	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, is alcohol being consumed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
GRADUATION PARTY (See Policy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, is alcohol being served?	Yes <input type="checkbox"/> No <input type="checkbox"/>
OTHER NON-WEDDING EVENT (See Policy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is alcohol being sold?	Yes <input type="checkbox"/> No <input type="checkbox"/>

For any weddings where alcohol will be sold or served, the renter must contact the NYA Parks Association. Short notice and holiday fees may apply. Please contact nyapavilionevents@gmail.com for additional information and coordination. The renter is responsible for all alcohol-related coordination. For all other events, please see the rental policy or contact City Staff.

ACKNOWLEDGEMENT

I have read and understand the City of Norwood Young America Rental Policy, including cancellation procedures, responsibilities, curfews, and room capacities. I understand that fees are refundable only per City policy. I also acknowledge that my name, phone number, and event may be shared with the NYA Baseball Club, and that I am responsible for coordinating any alcohol-related requirements with them.

RENTER SIGNATURE _____	DATE _____
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CITY STAFF TO COMPLETE

	TOTAL DUE	AMOUNT PAID	DATE PAID	INITIALS
FEE TOTAL	_____	_____	_____	_____
DAMAGE DEPOSIT	_____	_____	_____	_____
PROOF OF INSURANCE			_____	_____

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com

RENTAL FACILITY AGREEMENT

For Pavilion Rental - fill out other side

RENTER INFORMATION

NAME _____ PHONE _____
ADDRESS _____ EMAIL _____

RENTAL INFORMATION & FEES

RENTAL FACILITY

CHECK ONE (1)

RENTAL FEE

DAMAGE DEPOSIT

<input type="checkbox"/> ROY CLAY	\$ 125.00	\$ 200.00
<input type="checkbox"/> LIONS SHELTER	\$ 125.00	\$ 200.00
<input type="checkbox"/> LEGION PARK	\$ 125.00	\$ 200.00

**Note: Damage deposit and proof of insurance must be submitted prior to key pickup.*

DATE OF EVENT _____
PURPOSE OF EVENT _____ APPROX # OF GUESTS _____

ADDITIONAL OPTIONS

EARLY ENTRY (Select One): DATE _____ Yes ☐ No ☐ \$125 each day
LATE EXIT FEE (Select One): DATE _____ Yes ☐ No ☐ \$125 each day

FEE WAIVER ELIGIBILITY

NYA Civic Group / Non-Profit Yes ☐ No ☐ NYA chartered Civic Groups, Non-Profits, and District 108 schools may use the facility
District 108 School Function Yes ☐ No ☐ at no charge for community events (based on availability). Groups must clean the facility
as if it were cleaned by City cleaning staff.

ALCOHOL DETAILS

WEDDING EVENT Yes ☐ No ☐ Is alcohol being consumed? Yes ☐ No ☐
GRADUATION PARTY Yes ☐ No ☐
OTHER NON-WEDDING EVENT Yes ☐ No ☐

If you would like to sell alcohol at your event, please contact City Staff for more information.

ACKNOWLEDGEMENT

I have read and understand the City of Norwood Young America Rental Policy, including cancellation procedures, responsibilities, curfews, and room capacities. I understand that fees are refundable only per City policy.

RENTER SIGNATURE _____ DATE _____

CITY STAFF TO COMPLETE

	TOTAL DUE	AMOUNT PAID	DATE PAID	INITIALS
FEE TOTAL	_____	_____	_____	_____
DAMAGE DEPOSIT	_____	_____	_____	_____
PROOF OF INSURANCE			_____	_____

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