

# Activities Center Rental Agreement

Main Contact/Organization: \_\_\_\_\_

Onsite/Event Contact (If Applicable) \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time (No Later Than 10:00pm): \_\_\_\_\_

Room(s) Reserved: \_\_\_\_\_ Number of People Attending Your Event: \_\_\_\_\_

Event Title/Description for Display Monitor: \_\_\_\_\_

## Facility Use Regulations

- If the event is cancelled 14 days or more prior to the scheduled date, an **80%** refund is available. No changes or refunds will be made to the reservation within 14 days of the event.
- Access to the space is only allowed during the specified reservation times and **includes the time needed to set-up and clean-up** after the event. Variations from these times will not be accommodated by Guest Service the day of the event.
- The departure time is the agreed upon time that your group will have everything out of the facility. This includes, but not limited to, guests, equipment, decorations, caterers, and DJ. **If the group does not exit the facility within 30 minutes of the scheduled departure time, they will be charged up to 50% of the original reservation amount. Storage charges will be assessed depending on the amount and type of any items remaining on the premises after the event end time.** If necessary, Parks Services and/or law enforcement will escort groups off the premises if they are in the facility 30 minutes after the scheduled departure time.
- Any additional charges resulting in damages or violation of the above stated regulations will be billed to the credit card used to secure the reservation.
- The renter is responsible for the actions of guests and any damage to the facility, grounds, or property caused by the reservation including failure to clean-up after the event. Any damage will be documented, and renter will be responsible for all associated costs.
- Rooms must be left clean and decorations removed. All tables, chairs, and flooring (non-vacuamable debris) should be cleared and any waste from the event placed in the appropriate container. Notify Guest Services of any spills and other accidents immediately for assistance. Renter will be charged for cleaning deemed outside of normal use by the Parks Department at a rate of \$40/hr per staff member.
- Lobby areas are public use areas, not part of the reserved space. The furniture, plants, and tables in the hallway may not be removed or utilized in the meeting rooms. **Minors must be supervised at all times and remain in the reserved space.**
- Microphones are available in the Oak & Maple Rooms and are intended for presentation use only. Audio quality is not guaranteed for performance or other technical audio specifications. Groups are encouraged to provide their own audio system for advanced audio needs.
- The Overlook is available by reservation only for an additional fee and renter agrees to follow all rules associated with its use.
- Tobacco/E-cigarette use is not permitted. This includes outdoor gathering spaces and building entry areas.
- Groups are responsible for bringing all supplies necessary for their event including computers, cords, coffee makers, table coverings, etc.
- All food must be catered or prepared off-site. The kitchen is not commercially licensed and can only be used for staging and/or reheating. The Cedar Room must be rented if your event requires water access or appliances to store food.

Initials \_\_\_\_\_

# Activities Center Rental Agreement

## Decorations

- Candles or votives must be approved via Special Use Request as open flames. Examples must be provided.
- Party favors such as glitter, confetti, popcorn or bird seed are not permitted.
- Only approved adhesive tapes (ie: painter's tape) are permitted. Groups will be responsible for any associated damages. No thumb tacks, nails, staples or other fasteners that puncture surfaces can be used.
- No decorations or materials can be hung or adhered to the ceiling, speakers, or Oak & Maple Room divider wall.
- Decorations are only permitted in reserved areas and cannot be placed in common areas such as lobbies and restrooms.
- All decorations must be approved and agreed upon at least 14 days prior to the event.

I will provide and remove all decorations in my reserved area(s).       I have a decorator helping with my event.

Name of Decorator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Decorators must contact the Parks Office to discuss plans for the event.

## Special Use Requests

Please identify any items or activities that may be outside of the standard use for the reserved facility. Please note that gambling activities are not permitted.

Only items described and approved within this use request will be permitted. Special use requests must be received at least 14 calendar days prior to the event date.

Special Use Items Requested\*:

Request Approved

Special Use Request Approval Comments:

*\*Items may require additional documentation or proof of insurance.*

A certificate of liability insurance may be required due to the nature of the request. Insurance requirements include, but are not limited to, comprehensive general liability in the minimum amount of \$1,000,000 per occurrence, \$1,000,000 general aggregate, \$1,000,000 food product liability per occurrence (if applicable) and fire/property damage in the amount of \$1,000,000 per occurrence. The required insurance certificate must name the County of Anoka, 2100-3rd Ave, Anoka, MN 55303, its officials, agents, employees, and volunteers as additional insured's. A copy of the Certificate of Insurance that verifies such insurance is in full force throughout the term of the request and must be submitted to the Anoka County Parks Department office 14 calendar days prior to the scheduled event. Failure to submit the Certificate of Insurance 14 calendar days prior to the event will result in cancellation of the special use request.

Initials \_\_\_\_\_

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## Event Setup and Room Layouts

- User groups are not allowed to arrange or re-arrange the equipment and furniture in the reserved space.
- Use furniture/equipment from non-reserved spaces and common areas is not permitted.
- Room layouts must be coordinated in advance for each reserved space.
- Rooms will be setup as agreed upon prior to the start time for the event. Only minor adjustments will be allowed the day of the event.

## Request to Serve Beer and/or Wine

Only beer and wine are permitted on park property, including parking areas. No hard alcohol or liquor is allowed. Reservations will be ended if hard alcohol is brought by any guest, caterer or bartending service associated with the event. The reservation holder is responsible to monitor beer and/or wine while it is on the premises and prevent service to minors and excessive consumption. Anoka County has the right to limit the amount of beer and/or wine provided.

In consideration of being permitted by Anoka County to use the reserved facility on the date of reservation I, Releaser, for myself, my spouse, my legal representatives, heirs and assigns, do hereby release, waive and forever discharge Anoka County, it's commissioners, officers, employees and agents, successors and assigns, who are herein referred to as Releasees, from any and all liability, including each and every claim, demand, action or right of action, of whatever kind or nature, either in law or in equity, arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting to or to result from any accident that may occur as a result of use of the facility at the Anoka County Parks' facility or any activities in connection with use of the Anoka County Parks' facility, whether by negligence or not. This release does not waive liability for intentional, willful or wanton acts of Releasees. I further release Releasees from any claim whatsoever on account of first aid, treatment or service rendered to me and my guests during and/or after our participation in activities at the Anoka County facility by Anoka County staff. Releaser hereby assumes full responsibility for the risk of bodily injury, death, or property damage due to the negligence of Releaser or otherwise while upon the property of Anoka County and while participating in activities at the Anoka County facility. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital. Releaser further states that I have read the foregoing release and know the contents thereof and agree to this release as Releaser's own free act.

Request to Serve Beer and/or Wine Approved

CERTIFICATE OF INSURANCE WITH ADDITIONAL INSURED ENDORSEMENT RECEIVED

A certificate of insurance with additional insured endorsement and host liquor liability coverage must be on file with the Parks Department at least 14 days prior to your event.

The Additional Insured address to include on your Certificate of Additionally Insured should state:  
County of Anoka, 2100 3rd Ave., Anoka, MN 55303.

Keg Beer Offered? (Maximum 2 Kegs)      Name of Keg Monitor: \_\_\_\_\_

If keg beer is offered, an individual must be designated as a keg monitor responsible for monitoring consumption and preventing access to minors.

**The renter agrees to comply with the following terms. Failure to comply may result in termination of the reservation prior too or during the event and/or additional charges. Access to the facility will not be granted unless this agreement has been completed and signed.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Initials \_\_\_\_\_