

Facilities Rental Agreement



ALL RENTALS ARE SUBJECT TO FACILITY AVAILABILITY ~
 City of Waconia Meetings and Functions will receive priority

Date:

Name or Contact: Company or Group:

Address: Govt/Civic Group

City: State: Zip:

Phone: Email:

City of Waconia
 201 Vine Street South
 Waconia, MN 55387
 Phone: 952-442-2184
 Fax: 952-442-2135
 www.waconia.org

	Location	Event Name	Date	Time	Fee	Amount Due
City Hall	Maple Conference				\$20 Hr	
	Oak Conference				\$20 Hr	
	Council Chamber				\$30 Hr	
Ice Arena	Meeting Room				\$15 Hr	
Brook Peterson Park	Outdoor Hockey Rink				\$25 Hr	
	Field 1 (Lights)				\$20 Hr	
	Field 2 (Lights)				\$20 Hr	
	Field 3 (Lights)				\$20 Hr	
	Field 4 (Lights)				\$20 Hr	
	Field 5 (No Lights)				\$15 Hr	
	Field 6 (No Lights)				\$15 Hr	
	Field 7 (No Lights)				\$15 Hr	
	Field 8 (No Lights)				\$15 Hr	
City Square Park	Gazebo				\$25 Hr	
	Pavilion				\$15 Hr	
Cedar Point Park	Tennis Courts				\$10 Hr	
					Sub-total	
					Tax	
					Amount Due	

I have read and understand the [policies](#) regarding the use of the City of Waconia facilities and agree to comply therewith. I also understand the City of Waconia hereby waives all liability for loss, damage, injury, or illness incurred by users of the facility under this agreement. I further assure the City of Waconia that reimbursement will be made at the user's expense for any damage, breakage, or additional cleaning as a result of the usage described above.

Signature: Date:

Rental Guidelines

Room Set Up/Take Down

- Please plan accordingly.
- * Room setup, including decorating, food preparation and clean up is allowed only during the rental time stated on the rental application. Set up the night before is not permitted.
 - * Room rentals bringing in food or refreshments will be charged a two-hour minimum room rental. Fees are applied in 1/2 hour increments.
 - * Renters will not be allowed in prior to rental time.
 - * Renters are subject to additional fees for utilizing the room before or after the times listed in the agreement.
 - * Storage space will not be provided.
 - * Personal items including presents and food are not the responsibility of the City of Waconia.
 - * Decorations may not be hung on the wall or ceiling.
 - * For basic room rental only, table and chairs will be set up.

Cancellations

Prior to 7 Days of the Activity or Event	Full Refund
7 days to 48 hours of the Activity or Event	No Refund
After hours rental	No Refund

Damage/Cleanliness

- * Room must be left in original condition with all items in working order
- * Room appearance shall be determined by the City of Waconia

Equipment Fees

TV/VCR, LCD, Slide Projector, Overhead, etc. in Council Chambers only will be charged an additional fee.

Right to Refuse

The City of Waconia has the right to refuse any rental, activity, setups, food, beverage choices, etc.

SMOKING AND ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN ANY CITY FACILITY