

# Brookview Rental Application & Agreement

## Applicant Information

Contact name		Date	
Company/Group name			
Address	City	State	Zip
Home phone		Secondary phone	
Email address			

## Event Information

Day/date of event	Name of event <i>(will be displayed on directional signage)</i>	Estimated attendance
Rental start time: _____ am / pm <i>(time you need to get into the room to set-up/decorate)</i>	Event start time: _____ am / pm	
Rental end time: _____ am / pm <i>(time all persons and belongings will exit the room)</i>	Event end time: _____ am / pm	

## Rooms Requested

Bassett Creek (full room)  
*14-hour rental, 10 am–12:30 am, or hourly (includes Fairway Deck, Lilac Room, caterers kitchen)*

Bassett Creek North (half room) • Includes bar service window

Bassett Creek South (half room) • Includes Fairway Deck

Sweeney Lake Conference Room • Lower level

Rice Lake Conference Room • Upper level

Valley Room (full room) • Lower level • square and rectangle tables only

Valley Room North (half room) • Lower level • square and rectangle tables only

Valley Room South (half room) • Lower level • square and rectangle tables only

Evergreen Deck • Casual tables and chairs

Other: \_\_\_\_\_

## Set Up Instructions

Round tables \_\_\_\_\_ Number of attendees

Rectangular tables \_\_\_\_\_ Number of attendees

Head table \_\_\_\_\_ Number of attendees

Theater style \_\_\_\_\_ Number of attendees

Classroom style \_\_\_\_\_ Number of attendees

Additional \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Wedding Information (if applicable)

Groom/Bride's full name	Groom/Bride's full name
Ceremony start time: _____ am / pm	Ceremony end time: _____ am / pm
Ceremony location: <input type="checkbox"/> Fairway Deck	<input type="checkbox"/> Number of chairs requested
<input type="checkbox"/> Gazebo at Brookview Park	<input type="checkbox"/> Number of chairs requested
<i>(Contact American Affairs at 763-496-1357 or info@american-affairs.com for gazebo chair rentals.)</i>	

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## Catering & Beverages

Will food be served at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Preferred caterer selected
Will alcoholic beverages be served at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Food served at: _____	Bar hours: _____

## Equipment

- Microphone (cordless or lapel)
- LCD projector with screen
- Portable PA \$50
- Ceiling drapery \$500 for full Bassett Creek room  
\$250 for half Bassett Creek room
- 8' x 4' x 2' stage (3 available) \_\_\_\_\_ quantity needed \$25 each
- Conference call phone \$25

## Disclaimer

Upon application approval, the City of Golden Valley shall make available to the holder of this permit the Brookview's facilities for use on the date specified, and shall provide custodial services, building supervision and, if required, police services. The City shall not be responsible for providing food, bar services, supplies or supervision of the activities conducted by the holder. The City reserves the right to exercise supervisory authority, including the right to close a party, and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience. I (We) represent and agree that I (we) have read and understand the information regarding the use of Brookview Commons, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use, which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid by me (us) are refundable only in accordance with City policies recited in the Brookview Rental Policies and Pricing information. Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party, resulting from the use authorized hereby. The City shall not be liable for damage to the property of any person participating in the activities authorized hereby, nor shall it be liable for the death or injury of any such person occurring as a result of the use of the facilities authorized hereby unless damage, injury, or death is due to gross negligence or reckless misconduct of the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## For Official Use Only

Notes:



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

