



# 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
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Rental start time: \_\_\_\_\_ am / pm *(time you need to get into the room to set-up/decorate)*    Event start time: \_\_\_\_\_ am / pm  
 Rental end time: \_\_\_\_\_ am / pm *(time all persons and belongings will exit the room)*    Event end time: \_\_\_\_\_ am / pm

## Rooms Requested

- Bassett Creek (full room) • Includes Fairway Deck  
*14-hour rental, 10 am–12:30 am, or hourly*
- 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*
- Check-in table
- 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	_____ Number of chairs requested

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## Catering & Beverages

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

## Equipment

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Handheld microphone       | <input type="checkbox"/> Lapel microphone | <input type="checkbox"/> Ceiling drapery for full Bassett Creek room: \$500    |
| <input type="checkbox"/> LCD projector with screen |   | <input type="checkbox"/> 8' x 4' x 2' stage (3 available) _____ quantity: \$25 |
| <input type="checkbox"/> Laptop                    |   | <input type="checkbox"/> Conference call phone: \$25                           |
| <input type="checkbox"/> Easels _____ quantity     |   | <input type="checkbox"/> Podium  |

## 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.

