



**2600 Double Eagle Lane, Woodbury, MN 55129  
(651) 714-3586**

**Facility Rental Agreement Application**

Request Received \_\_\_\_\_ Rental Date \_\_\_\_\_

**RENTER INFORMATION:**

Contact Person \_\_\_\_\_ Phone number \_\_\_\_\_

Second Contact Person \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ E-mail \_\_\_\_\_

Woodbury Resident: **Yes**  **No**  Type of Event \_\_\_\_\_ # Attending \_\_\_\_\_

**RENTAL INFORMATION:**

• Arrival/Set Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Requested Room Setup: \_\_\_\_\_ (or provide attached diagram)

**RENTAL FEES/DEPOSITS:**  
**Non-refundable deposit of \$200.00 is due at the time reservation is made. Signed agreement must accompany deposit.**  
**FINAL PAYMENT IS DUE AT THE FINAL PLANNING MEETING OR TWO WEEKS PRIOR TO RENTAL DATE.**  
**Note:** No spaces are held or "penciled in". Facility deposits are applied to the remaining balance of the rental.

**Food/Beverage**

Renter serving alcohol at event? **Yes**  **No**

- All alcohol **must** be provided and served through Angelina's Kitchen, Green Mill of Woodbury or Eagle Valley Golf Course. The renter must contact the desired service within two weeks of signing this contract to contract their services.
- If alcohol is provided through Angelina's Kitchen or Green Mill of Woodbury, a City of Woodbury Public Safety Officer must be present. Renter must notify Facility Rental Coordinator 8 weeks prior to the event. The rate for a security officer is \$300.
- Consumption of alcohol must be finished by 11:30 p.m.
- Substantial food must be served at the event in order for alcohol to be served.

Renter providing food at event? **Yes**  **No**

- Rental Caterer \_\_\_\_\_
- All food and beverages must be served by a licensed and insured caterer.
  - A copy of the license/insurance must be provided to the Facility Rental Coordinator two weeks prior to event.
  - Must provide Facility Rental Coordinator with a copy of the Caterer's license/insurance.
  - Groups shall contact and pay their caterer directly for catering services. Eagle Valley shall not be responsible for any services provided by an outside caterer.
  - Rentals occurring Sunday through Thursday with food and beverage service will include a \$1 per person catering fee.
  - If renter would like to make arrangements with Eagle Valley Golf Course to provide any food or beverages for the event a final order a final order must be submitted at least one week prior to the rental.

**Scheduling Instructions**

1. Reservations can only be made through the Facility Rental Coordinator at 651-714-3586.
2. Woodbury resident fees apply to Woodbury residents and businesses located within the City of Woodbury. Non-resident fees apply to any individual, groups and businesses not located within the City of Woodbury. Fees for corporate events are based on location of the corporation or business; not the individual employee.
3. Reservations will not be confirmed without signed contract and non-refundable deposit.
4. Renters may use only the space reserved and approved on the Contract Agreement. Use of the lobby area outside of the banquet room is not guaranteed due to varying seasonal hours of the golf course. Renter agrees to leave the space as it was found, including returning items moved.
5. A **\$200.00** non-refundable deposit is required to reserve the facility. Any change of date or cancellation will result in a loss of deposit. The deposit will be applied to the rental fee balance due. Full facility rentals must be paid in full, two weeks prior to the event.
6. Full facility cancellations will result in the forfeiture of the deposit **and may not be used towards a household credit or any other rental balances.**
7. Full facility rentals may be reserved up to eighteen (18) months in advance.
8. A contact person must be designated to oversee all arrangements with the City of Woodbury.
9. This rental agreement must be shared with all parties involved with facilitating the event. Rules will be enforced by the Event Attendant and/or City of Woodbury Parks and Recreation staff.

## Agreement

- Renter understands that this agreement is void if final payment is not received on or before two weeks prior to the date of the party.
- This is only an application for use and gives no assumed or implied rights for use until the application is approved by the City of Woodbury Parks & Recreation Department.
- Renter agrees that the City of Woodbury Parks & Recreation Department may deny the application without cause or reason.
- Renter shall have the right of ingress and egress through the halls and corridors of the Eagle Valley Banquet Room, but acquires no other right to any other part of the building, other than areas specified.
- Renter represents that the above described premises are being rented for the purpose of \_\_\_\_\_ and for no other purpose without written consent of the City of Woodbury endorsed on this Agreement.
- Renter covenants and agrees to save the City of Woodbury harmless and to indemnify the City of Woodbury against any and all claims and liabilities for compensation.
- Renter will obtain and pay for bodily injury liability and property damage insurances required by the City of Woodbury, and all necessary permits and licenses, and will not do or allow to be done anything on the leased premises in violation of local, state or federal laws, ordinances rules or requirements.
- By signing this form, the Renter affirms that they have read and understand this agreement and all the rental rules and regulations printed on the back of this form, **and agree to notify all parties involved with facilitating the event of the stated terms and conditions.**
- This contract and reservation is nontransferable.
- If the leased premises or any part thereof or any equipment thereon is damaged by the act, fault or negligence of the Renter, its agents, employees or guests, Renter will pay to the City of Woodbury upon demand such sum as shall be reasonably necessary to restore the rented premises or equipment contained therein to their present condition.
- Certain fees such as those for linens, security officers, and sound technicians are subject to change.
- Pictures of your event may be taken and used for advertising and promotional purposes. (Photographs and videos are periodically taken while participants are in programs, special events, or enjoying the parks. Please be aware that these photos may appear in the local newspapers, on local cable television, and/or Parks & Recreation Department publications.)
- The renter is responsible for returning emails and phone calls to the Facility Rental Coordinator within seven days.

## Regulations

### Regulations for use of Eagle Valley Banquet Room:

1. Renters must use a licensed caterer and servers for food/ beverage items with rentals of 100 people or more.
2. Thorough clean up of facility is Renter's responsibility or sponsoring organization. Renter agrees to supervise all guests, invitees and members. Renter agrees it will not allow guests, invitees and members to damage or destroy the facility. If the facility or any part thereof is damaged or destroyed, the Renter agrees to pay for the repair and/or replacement.
3. Renter agrees that the use of the facility is voluntary. Renter agrees that their use of the facility is undertaken at their own risk, and the City of Woodbury will not be liable for any claims, injuries, damages of whatsoever nature incurred by the Renter or their guests due to the negligence of the Renter's guests or the negligence of third parties. On behalf of the Renter, it is represented that it expressly forever releases and discharges the City of Woodbury, agents or employees, from any such claims, injuries or damages. Renter agrees to defend, indemnify and hold the City of Woodbury harmless from any claims, injuries or damages of whatsoever nature arising out of or connected with their use of the facility.
4. Any decorations/table settings must be installed and removed within the rental time. No nails, tacks or tape are allowed on the walls, ceilings or glass windows.
5. Smoking is prohibited in the banquet room and clubhouse. Failure to observe this rule will result in forfeiture of the deposit.
6. No open flames or candles are allowed in any rental rooms unless pre-authorized by the City of Woodbury. Candles must be enclosed in glass.
7. All persons attending any event at Eagle Valley Banquet Room shall abide by the City of Woodbury facilities policies. At their discretion, City of Woodbury staff, authorized representatives or a Public Safety Officer may:
  - (a) Order the removal of any offender.
  - (b) Order immediate removal of alcoholic beverages from premises.
  - (c) Revoke the facility permit immediately and order all persons from premises.

### Food and Beverage Rules:

The City of Woodbury can provide a list of suggested food caterers. Absolutely **no** home cooked foods are allowed on the premises.

*Renter must notify the caterer of the following regulations:*

1. All alcoholic beverages must be provided and served by Complete Beverage Service, Eagle Valley Golf Course or City of Woodbury's exclusive alcoholic beverage caterer.
2. No food preparation will take place on-site.
3. All food product and waste is to be removed off-site following the event within the room rental period.
4. Specific room set-up instructions and staging requirements must be provided during the final planning meeting.

**The City of Woodbury enforces the following rules and regulations for each rental. Please read them carefully.**

\_\_\_\_\_  
Facility Rental Coordinator  
City of Woodbury, Parks & Recreation Department

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date