



EVENT BOOKING FORM

RENTER INFORMATION

Contact Person: _____

Organization/Company (if applicable): _____

Address: _____

Telephone: _____ Email Address: _____

DATE AND TIME OF RENTAL

Date of Booking: _____ Date of Function: _____

Start Time: _____ a.m./p.m. End Time: _____ a.m./p.m.

Estimated Number of Guests: _____

EVENT INFORMATION

Birthday or other Party: _____

Pool? _____ Waterslide? _____

Member OR Non-Member

Meeting Room: _____

Non-Profit? _____

Dry Arena: _____

4 Hours OR 8 Hours

The rental fee is to be paid at the time of booking or within 72 hours of booking to reserve the space. Any cancellation of seven (7) days or greater from the event may be refunded in full. Any cancellation three (3) to six (6) days before the event may be refunded half the amount. Any cancellation made two (2) or fewer days before the event will not be refunded and may not be able to be rescheduled.

Exceptional destruction or cleaning needs will result in additional billing.

TOTAL FEES

Room Rental: _____

Other Rental Fees: _____

Tax: _____

Total Payment: _____

Paid By: Credit Card _____ Check _____ Cash _____

A credit card on file is required to book the room or arena.

Credit Card Authorization	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX
Cardholder Name (as shown on card): _____	
Card Number: _____	CVV: _____
Expiration Date (mm/yy): _____ Cardholder ZIP Code: _____	

I, _____, authorize **the Hallett Center of Crosby** to charge my credit card above for any cleaning fees or damages incurred during the date and time I am renting the space.

_____ _____
Customer Signature Date

I have read and understand the *Hallett Center Event Booking Policy* and all associated requirements and charges. I am aware of the setup and tear down times and I am taking full responsibility to pay for any damages, or neglect in accordance with what the Hallett Center of Crosby has set forth. My signature indicates my approval of the time, date(s), all fees, and requirements of my event booking:

Rented by: _____ Date: _____

HCC Representative: _____ Date: _____

470 8th St. N.E. Crosby, MN 56441 218.546.2616 www.hallettcenter.com

Office Use Only

Date Received: _____ Scheduled: _____ Amount Received: _____ Staff Initials: _____



Hallett Center Event Booking Policy

A. Meeting Room and Arena Rental

1. Half Day (4 hours) is the minimum booking.
2. Rental Fee is due at the time of booking. Once reserved, payment must be made within 72 hours to hold the rental space.
3. Accepted payment methods include cash, check, or credit card.
4. Any cancellation of seven (7) days or more from the event may be refunded in full. Any cancellation three (3) to six (6) days before the event may be refunded half the amount. Any cancellation made two (2) or fewer days before the event will not be refunded and may not be able to be rescheduled.
5. One adult is required for every ten children in attendance.
6. No food or beverages may be consumed in locations other than the party room/arena.
7. Additional fees will be charged for any damage done to the facility (i.e. draperies, walls, tables, or other equipment being stored in the room).
8. All personal items and food must be removed from the room/arena immediately following the function and the rented space is to be returned to its original condition. An automatic cleaning fee of \$40 is charged if room is not returned to its original condition.
9. The Hallett Center reserves the right to refuse rental to any parties due to non-payment, damages, delinquency, or other reasons.
10. Non-Profits must present verification at the time of booking.

Taxable Rates (unless ST3 is verified):

Arena Rental Commercial:

\$1,200/ daily plus tax

Arena Rental Non-Profit 501©3:

\$1,000/ daily plus tax

**Meeting Room Non-Members/
Commercial:**

\$75/ 4 hours plus tax

\$130/ 8 hours plus tax

Meeting Room Member/Non-Profit 501©3:

\$60/ 4 hours plus tax

\$100/ 8 hours plus tax

B. Full Use Rental

1. For the use of the entire facility, the rental covers up to 15 children. If more than 15 children are going to use the facility, there will be a \$7 charge per child.
2. The arena and pool can only be used if they are not already booked for events.
3. If interested in the waterslide running during non-scheduled hours, please submit the request at the time of booking. It is not guaranteed we will be able to accommodate the request. There is a \$25 / hour charge for the slide.
4. All policies listed under "A. Meeting Room and Arenal Rental" apply to a full use rental.

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Taxable Rates: FULL USE RENTAL

HCC Non-Members:

\$100/ 4 hours plus tax

\$155/ 8 hours plus tax

Members:

\$85/ 4 hours plus tax

\$120/ 8 hours plus tax

C. Decorating

1. Renters may not drill holes, nail holes, or use push pins in the walls.
2. Renters may not use or remove any component, decoration, or equipment without authorization from HCC management.
3. No permanent markings or messages. Use of permanent markers is not permitted.
4. Renters may not use tape or adhesives without specific approval by HCC management. Only masking tape is permitted.

D. Set-Up and Break-Down

1. Renters may not set up prior to contracted time unless pre-approved by HCC management.
2. Electrical or other equipment needs must be addressed at the time of booking.
3. Any equipment, decorations, or food and/or beverages must be removed immediately following the function unless preapproved. Failure to remove said property may result in a storage or removal charge of \$40.
4. An automatic cleaning fee of \$40 is charged if room is not returned to its original condition. If the room is left exceptionally dirty including and not limited to food debris, frosting stains, beverage stains, decorations, etc., additional charges will be assessed, including the price of any rental equipment needed to remove stains. A *Meeting Room Cleaning Checklist* will be provided the day of the function to make sure renters have clear expectations for how to leave the room.

E. Function

1. The Hallett Center is a tobacco free zone. No smoking, vaping or other tobacco use is permitted on the property.
2. The service of alcoholic beverages requires a separate permit. All agreements must be in place prior to the date of the event.
3. Any permanent damage, willful or accidental destruction of HCC property or to the facility will result in additional charges for resulting repairs and/or replacements.
4. All functions must cease at the agreed upon time.
5. It is the responsibility of the renter to return the room as it was prior to the event.

HALLETT COMMUNITY CENTER COPY

By signing and initialing this page, I am stating that I have read the policies outlined in the *Hallett Center Event Booking Policy* and agree to these terms.

Renter's Initial _____ Date _____

HCC Staff's Initial _____ Date _____

Renter's Signature: _____

Date: _____

Renter's Name: _____