

# Hutchinson Event Center Rental Application

This application must be filled out completely by an adult 21 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits in the amount of one-half of the total room rental fee must accompany this form prior to the application being approved. Room deposits are non-refundable.

**Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Name of applicant:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Name of organization (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Purpose of use:** \_\_\_\_\_

**Time guests to arrive:** \_\_\_\_\_ **Leave at:** \_\_\_\_\_

**Number of people you expect:** \_\_\_\_\_ **Alcoholic beverages (must have State of MN license)** \_\_\_\_\_

**Name of wedding couple (if applicable):** \_\_\_\_\_

**Home phone:** \_\_\_\_\_  
**Work phone:** \_\_\_\_\_  
**Cell:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Does your event include any fund raising, pull tabs, raffles or concessions?** Yes \_\_\_\_\_ No \_\_\_\_\_

**ROOM REQUESTED:**  
*(please circle)*

<b>Full Great Room</b>	<b>Half Great Room</b>	<b>Quarter Great Room</b>	<b>Meeting Room</b>	<b>Program Room</b>
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**EQUIPMENT REQUESTED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon application approval, the City of Hutchinson shall make available to the holder of this permit the Hutchinson Event Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority 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 the Hutchinson Event Center, 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. ANY alcohol brought in by a non-licensed MN vendor will result in the forfeit of entire damage deposit and/or be subject to additional fees. I (We) further understand that fees paid are refundable only in accordance with City policies recited in the Policy for use of the Hutchinson Event Center.

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 death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

All applications must be mailed to the Hutchinson Event Center or processed during office hours Monday-Friday, 9:00am-4:00pm. Send or bring your application to: Hutchinson Event Center, 1005 Highway 15 South, Plaza 15, Hutchinson, MN 55350. Please make checks payable to the "City of Hutchinson".

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_