



2600 Double Eagle Lane, Woodbury, MN 55129

Inquires & Booking 651- 714-3586  
Or reconline@woodburymn.gov

**Banquet Room Use Application/Agreement**

Request Received \_\_\_\_\_ Rental Date \_\_\_\_\_ Reservation # \_\_\_\_\_

**RENTER INFORMATION:**

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

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

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

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

**RENTAL TIMES:**

Arrival/Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**AV Equipment (Clickshare/Microphone) Additional Fee Applies**  **Yes**  **No**

_____ Crescent (tables with 5-6 chairs all directed to front of room)	_____ Theater (chairs only)	_____ Rounds (tables with 7-8 chairs per table)

Special room layout requested **Yes**  **No**  (must notify staff at least 2 weeks prior to rental of set-up requirements)

**Scheduling Instructions**

1. Eagle Valley Banquet room reservations will be available on a first request basis.
2. Rentals will require full payment at the time of reservation.
3. Inquiries and bookings can be made by calling Jennifer at 651-714-3586 or emailing the completed agreement to [reconline@woodburymn.gov](mailto:reconline@woodburymn.gov).
4. Woodbury resident fees apply to Woodbury residents and businesses located within the City of Woodbury. Non-resident fees apply to any individual, groups or businesses not located within the City of Woodbury. Fees for corporate events are based on the location of the corporation or business, not the individual reserving the rental space.
5. Do not consider the banquet room held for your event until you have fully paid and have received a facility sales receipt.
6. Renters may use only the space reserved, approved and included on the facility sales receipt. Renter agrees to leave the space as it was found, including returning any moved items to their original location(s).
7. The contact person on agreement is responsible for all arrangements with the City of Woodbury.
8. The rules and regulations of the facility must be shared with all parties involved with facilitating the use. Rules will be enforced by on-site staff.
9. Waiver, Release and Indemnification Agreement must be signed and returned prior to rental.

## Agreement

Renter understands and agrees that this is only an application. Use is not confirmed until the application is approved, and payment is received.

Renter agrees that the application may be denied without cause or reason.

**Renter understands that Eagle Valley Golf Course may be open to the public during the rental period and that the Renter only has exclusive access to the banquet room. Limited access to other areas may be permitted based on date of event.**

While staff attempt to monitor public guests using the space, we cannot be responsible for disruptions to your event by other facility patrons.

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 hold the City of Woodbury harmless and to indemnify the City of Woodbury against any and all claims and liabilities for compensation.

If the rented facility, 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 the City of Woodbury, upon demand, such sum as shall be reasonably necessary to restore the rented facility or equipment contained therein to their original condition.

Agreement and subsequent reservation is non-transferable.

Where applicable, certain fees, such as those for linens and Public Safety Officers, are subject to change.

The City of Woodbury reserves the right, and may give permission to the media, to photograph at our facilities. These photos are used for promotional purposes and may be used on all forms of communications the city utilizes. If you see City of Woodbury staff taking photos and you wish not to be photographed, please inform us.

The Renter is responsible for returning emails and phone calls to staff within seven (7) days.

Security deposits are refundable within ten (10) business days of rental if no infractions occur.

**RENTAL FEES:** Payments in full and signed Banquet Room Application/Agreement are required to secure a reservation. No spaces are held or "penciled in."

**CANCELLATIONS:** Requests received 45 days or more prior to rental date, will be eligible for a refund minus a 15% administrative fee (security deposit refunded). Cancellations made less than 45 days prior to the date of the reservation will result in no refund.

## Regulations

Thorough clean-up of facility is Renter's responsibility or sponsoring organization. Renter agrees to supervise all guests, invitees and members.

If the facility, or any part thereof, is damaged or destroyed, the Renter agrees to pay for the repair and/or replacement. 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.

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.

Any decorations/table settings must be installed and removed within the rental period, unless otherwise specified. **No** nails, tacks or staples are allowed on the walls, ceilings or glass windows.

Smoking is prohibited within the entire facility. **No** open flames or candles are allowed in any rental rooms unless pre-authorized by the City of Woodbury. If authorized, candles must be enclosed in glass containers.

**Maximum banquet room occupancy is 144.** All persons attending any event at Eagle Valley Golf Course shall abide by the City of Woodbury facilities policies and occupancy limits. At their discretion, City of Woodbury staff, authorized representatives or a Public Safety Officer may:

- Order the removal of any offender, and
- Revoke the facility permit immediately and order all individuals to vacate the premise.

## Food/Beverage

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

*All alcohol must be provided and served through Eagle Valley Golf Course. Renter must contact desired service within two (2) weeks of signing this application.*

Renter acknowledges Requirements. **Yes**  **No**

- Food must be served at event in order for alcohol to be served.
- Consumption of alcohol must be finished by 11:30 p.m.

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

List Food Service Provider: \_\_\_\_\_

- All food must be provided by a licensed establishment. This may include a caterer licensed in Minnesota, local restaurant or grocery store. A fee of \$100 may apply to events serving food.
- Absolutely **NO home cooked foods or outside alcohol** are allowed on the premises.
- Renter assumes all cleaning responsibilities of a full service caterer.

**By signing this agreement, the renter affirms that they have read and understand the agreement and all regulations within this application form, as well as agreed to and signed the Waiver, Release and Indemnification Agreement. Renter agrees to notify all parties involved with the event of the stated terms and conditions.**

Renter's Name \_\_\_\_\_

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

Date \_\_\_\_\_