THE HUB OF SIBLEY COUNTY
GAYLORD

PAVILION RENTAL AGREEMENT

For Rental of Oaks Lakeside Pavilion

RENTER INFORMATION

NAME _____ DATE _____

ADDRESS _____ PHONE _____

_____ EMAIL _____

RENTAL INFORMATION & FEES

PAVILION FEE - $600 SMALL EVENT FEE -$75/$100 Damage Deposit - $400 DATE OF EVENT _____

**Damage Deposit must be paid prior to the event. Keys will not be issued without payment of deposit. Check is preferred payment.*

PURPOSE _____

START TIME _____ END TIME _____ APPROX # OF GUESTS _____

Early Entry/Late Exit Fee YES NO $250 each day - booked and paid for at time of reservation.

The rental fee may be reduced for Non-Profit or Civic Groups. See the Rental Policy and Fee Schedule for details.

City of Gaylord Civic Groups, Non-Profit Organizations and District 2310 schools are able to rent the facility at a reduced rate for events that are for the community (based on availability).

NAME OF ORGANIZATION _____

QUALIFYING GROUP RATE FEE - $300 YES NO

WEDDING EVENT

Is alcohol being consumed?	YES	NO	If YES, EJ's Bar & Grill holds the on-sale liquor license in the City. All wedding events, must use the on-sale liquor license holder (EJ's Bar & Grill) for alcohol served or sold at the Pavilion. It is the renter's responsibility to contact EJ's Bar & Grill at 507-237-3663 to schedule event.

NON-WEDDING EVENT

Is alcohol being served?	YES	NO	If YES, proof of current liability insurance is required if alcohol is being consumed at the event. The renter must provide proof of "Special Event liquor liability" Insurance prior to the event date. Keys will not be given without proof of insurance.
Is alcohol being sold?	YES	NO	If YES, EJ's Bar & Grill holds the on-sale liquor license in the City. All non-wedding events that are "selling" alcohol must use the on-sale liquor license holder (EJ's Bar & Grill) for alcohol served or sold at the Pavilion. It is the renter's responsibility to contact EJ's Bar & Grill at 507-237-3663 to schedule event.

I have read and understand the information in the City of Gaylord Rental Policy regarding the use of the facilities, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I further understand that fees paid are refundable only in accordance with City policies recited in the City of Gaylord Rental Facility Policy. I also understand my name, phone number, and event date may be shared with EJ's Bar & Grill; however, I am still responsible for contacting them and coordinating any alcohol related requirements with them for any wedding or non-wedding events.

_____ _____

RENTER SIGNATURE *DATE*

CITY STAFF TO COMPLETE

PAVILLION FEE:	DATE PAID:	Liquor Liability Insurance provided:
DAMAGE DEPOSIT:	RECEIPT NO.:	YES NO
TOTAL PAID:	EMP INITIALS:	KEY NO. ISSUED: