

ANOKA COUNTY PARKS

Activities Center Rental Agreement

*By reserving the designated space, the renter agrees to comply with the following terms.
Failure to comply will result in additional charges and/or termination of the reservation.*

- The renter is responsible for the actions of guests and any damage to the facility, grounds, or property caused by the reservation including failure to clean-up after the event. Any damage to the facility, grounds, or property will be documented and groups will be responsible for associated costs. A \$200 fee will be assessed plus all associated costs.
- Rooms must be left clean and decorations removed. All tables and chairs should be cleared of debris and any residue from the event placed in the appropriate container. Garbage and recyclable materials must be separated and placed in the appropriate container. Notify Guest Services of any spills and other accidents. Renter will be charged for cleaning deemed outside of normal use by the Parks Department at a rate of \$40/hr per staff member in addition to the \$200 minimum damages.
- **Minors must be supervised at all times and remain in the reserved space.**
- Alternative room setups can be accommodated with notice at least 14 days prior to the event.
- Access to the space is only allowed during the specified reservation times and **includes the time needed to set-up and clean-up** after the event. Variations from these times will not be accommodated by Guest Service the day of the event.
- All food must be catered or prepared off-site. The kitchen is not commercially licensed and can only be used for staging and/or reheating. The Cedar Room must be rented if your event requires water access or appliances to store food.
- Decorations:
 - Inform reservation staff of decorating intentions prior to the event. Failure to do so may result in decorations not being allowed.
 - Candles or votives must be approved via Special Use Permit (SUP).
 - Party favors such as glitter, confetti, popcorn or bird seed are not permitted.
 - Only approved adhesive tapes (ie: painter's tape) are permitted. Groups will be responsible for any associated damages.
 - No thumb tacks, nails, staples or other fasteners that puncture surfaces can be used.
 - All decorations must be removed by the end of the event, including helium-filled balloons that may have floated to the ceiling. At no time are balloons allowed to stay in the public hallway. Fire alarms may be set off by balloon(s) and charges may occur as a result.
- Tobacco/E-cigarette use and/or gambling are not permitted in any Anoka County building.
- Beer and wine are allowed by permit from the Parks Department. **No hard liquor.** Anoka County requires a Certificate of Insurance, indicating the date of event, with "County of Anoka, 2100 – 3rd Ave, Anoka, MN 55303" named as additional insured. This coverage shall be primary to the Additional Insured. If you choose to serve beer from a keg, a keg permit application needs to be submitted along with beer and wine permit. The beer and wine permit has an administrative fee of \$25 (+tax) and must be approved and on file at least two weeks prior to your event.
- Groups are responsible for bringing all supplies necessary for their event including computers, cords, coffee makers, table coverings, etc.
- Microphones are available in the Oak & Maple Rooms and are intended for presentation use only. Audio quality is not guaranteed for performance or other technical audio specifications. Groups are encouraged to provide their own audio system for advanced audio needs.
- Lobby areas are public use areas, not part of the reserved space. Tables are permitted in the hallway of the Activities Center by Special Use Permit only. The furniture, plants, and tables in the hallway may not be removed or utilized in the meeting rooms.
- Payment in full is due at the time of making the reservation. If the event is cancelled 14 days or more prior to the scheduled date, an 80% refund is available. No refunds will be issued due to weather. No changes can be made to the reservation within 14 days of the event.
- The Overlook is available by reservation only for an additional fee and renter agrees to follow all rules associated with its use.
- For assistance after regular business hours, please call 763-324-3360. During regular business hours, Monday through Friday 8:00 am-4:30 pm, please call 763-324-3300.

This agreement must be signed and returned within five (5) business days of reserving the facility.

Access to the facility will not be granted unless this agreement has been completed and received by the Parks Department.

Signature

Printed Name

Today's Date

Phone Number

Email Address

Date of Event

Room(s) Reserved: Oak Room Maple Room Aspen Room Cedar Room Overlook