

Springbrook Nature Center Facility Rental Application

Date of Event:		Total Rental Time: (including setup and cleanup) Time of Event:	
Name of Applicant:			
Name of Group/Organization (if applicable):	Non-profit <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address:			
City/State/Zip:			
Phone Number:			
E-mail Address:			
Alternate Contact:		Alt. Phone Number:	
Intended use of Facility:			
Estimated Guest Count:		Are you serving beer or wine? (Only allowed after 5 PM)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room(s) requested: <input type="checkbox"/> Oak Savanna <input type="checkbox"/> Prairie <input type="checkbox"/> Wetland <input type="checkbox"/> Woodland (Attached Catering Kitchen) <input type="checkbox"/> Inspirational Gather Space (all 4 rooms) <input type="checkbox"/> Amphitheater <input type="checkbox"/> Picnic Shelter added to rental			
Set-up Description: ___ # of 8ft rec. tables ___ # of 6ft rec. tables ___ # of 5ft diameter round tables ___# of chairs per table			
Audio Visual Needs: <input type="checkbox"/> Music <input type="checkbox"/> Microphone(s) <input type="checkbox"/> Projector and Screen <input type="checkbox"/> Computer <input type="checkbox"/> SMART Board			
GOVERNMENT DATA PRACTICES ACT – CLASSIFICATION WARNING: The data you supply on this form will be used to process your permit. You are not legally required to provide this data, but we will not be able to process the permit without it. Some of the data will be classified as public data if and when the permit is granted. Private financial data are classified as private data and will only be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.			

Applicant agrees to protect, indemnify, save and hold harmless the City of Fridley and its officers and employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of facilities. I affirm that the above statements are true and I further affirm that I have read and understand all polices and information.

This application is not a valid contract until appropriate fees have been received by the City of Fridley and the contract is approved by the Facility Coordinator. Applicant will be notified when application is approved or denied.

Date:		Signature:	
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Submit Completed Application and Payment to:

Springbrook Nature Center, 100 85th Ave. NE, Fridley, MN 5543

Email to: Mary.Morris@FridleyMN.Gov

For Questions or Payment by Phone: (763) 572-3588

FOR OFFICE USE ONLY			
App received on:	Fee total: \$	Contract #:	Transaction #:
1st Payment (50%): \$	Paid on:	Payment #:	Payment Type:
Damage Deposit: \$	Paid on:	Payment #:	Payment Type:
Payment: \$	Paid on:	Payment #:	Payment Type:
Payment: \$	Paid on:	Payment #:	Payment Type:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By:		<input type="checkbox"/> Added to Google Calendar	<input type="checkbox"/> Paid in Full
If Denied, Reason:			
If Serving Alcohol, City Clerk Contacted on:		Security Scheduled on:	