

Stillwater Public Library ☾ 224 N. Third St. ☾ Stillwater MN 55082  
651.275.4338

## Application for Using Library Facilities for an Event

*Please complete this application with dates and times requested. A fifty percent deposit must accompany this application to hold a date. This application must be received 2 weeks prior to the first date of requested use. **This application does not guarantee your reservation.** We will notify you if your reservation is accepted. Make checks payable to Stillwater Public Library. Any rental equipment, vendor delivery times, or changes to the rental agreement must be submitted in writing and approved by the Event Coordinator.*

Name of Responsible Individual \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone (*indicate your primary number with a check*)

Home \_\_\_\_\_  Cell \_\_\_\_\_  Work \_\_\_\_\_

Name of Organization \_\_\_\_\_

Type of Organization (*circle one*)      *Nonprofit*      *Commercial*      *Private*

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Location (*circle one*)      Terrace & Indoors      Indoors Only

Projected Maximum Attendance \_\_\_\_\_

Description of Event (*for events that are not weddings*)  
\_\_\_\_\_  
\_\_\_\_\_

Time Slot Requested

Rental start time \_\_\_\_\_ (*the time you and your vendors will have access to the building*)

Event start time \_\_\_\_\_ (*the time guests will arrive*)

Event end time \_\_\_\_\_ (*the time guests will leave*)

Rental end time \_\_\_\_\_ (*the time you and your vendors must vacate the property*)

**Weddings**

Is this event a wedding? Yes No

Names of the couple (please include first and last name)

\_\_\_\_\_ AND \_\_\_\_\_

Are you requesting a rehearsal? Yes No Time requested (One-hour maximum) \_\_\_\_\_

What parts of the wedding will be held at the library? (*circle one*)

Ceremony & Reception Reception Only Ceremony Only

**Youth Events**

Is this a youth (under age 18) event? Yes No Number of adult supervisors \_\_\_\_\_

**Terrace Use**

Are you requesting exclusive use while the library is open? Yes No

Do you wish to use a tent on the terrace? Yes No

If yes, name of rental company \_\_\_\_\_

Proposed Delivery Date \_\_\_\_\_ Proposed Delivery Time \_\_\_\_\_

Proposed Pick-up Date \_\_\_\_\_ Proposed Pick-up Time \_\_\_\_\_

Approved by Event Coordinator? Yes No Initials \_\_\_\_\_ Date \_\_\_\_\_  
(*for office use only*)

Do you wish to use a dance floor on the terrace? Yes No

If yes, name of rental company \_\_\_\_\_

Proposed Delivery Date \_\_\_\_\_ Proposed Delivery Time \_\_\_\_\_

Proposed Pick-up Date \_\_\_\_\_ Proposed Pick-up Time \_\_\_\_\_

Approved by Event Coordinator? Yes No Initials \_\_\_\_\_ Date \_\_\_\_\_  
(*for office use only*)

Do you plan to bring any rental equipment onto the terrace? Yes No

If so, what equipment?

Proposed Delivery Date \_\_\_\_\_ Proposed Delivery Time \_\_\_\_\_

Proposed Pick-up Date \_\_\_\_\_ Proposed Pick-up Time \_\_\_\_\_

Approved by Event Coordinator? Yes No Initials \_\_\_\_\_ Date \_\_\_\_\_  
(for office use only)

### **Food & Drink**

Will food be served? Yes No Name of Caterer \_\_\_\_\_

Will alcohol be served? Yes No Name of Caterer \_\_\_\_\_

### **Music & Dancing**

Will there be music at the event? Yes No Will there be dancing at the event? Yes No

Type of Music \_\_\_\_\_ Who will be providing the music? \_\_\_\_\_

What time will the music conclude? \_\_\_\_\_

### **Parking**

Do you wish to use our parking facility after Library hours? Yes No

### **Furniture Rental & Set-up**

Do you wish to rent furniture for the terrace? Yes No

Number of chairs \_\_\_\_\_ Number of Tables \_\_\_\_\_ Number of seat cushions \_\_\_\_\_

Do you require more than one set-up for your event (i.e. will all the chairs need to be moved from a ceremony set-up to a reception set-up)?

Yes No

**Events which require more than one set-up are subject to additional set-up costs and need to be approved in writing by the Event Coordinator. Please submit a set-up diagram for each set-up you require.**

### **Outside Vendors & Deliveries**

Do you have any outside vendors (caterer, baker, florist, photographer, etc.) that will be making deliveries the day of your event?

Yes No

If yes, please list the name of each vendor, and their planned time of arrival below. Vendors and delivery times are subject to approval by the Event Coordinator.

Vendor Name :

Delivery Time:

**Set-Up Diagram**

Please submit a diagram of your desired room arrangement no later than 30 days prior to your event.

**Required liability insurance certificate is (*circle one*):**

included with application

on file with the library

will be sent later

*I understand that this is an application. If notified that this application is accepted, I will pay all fees (if applicable) according to the schedule provided by the library. I have also read the library's Rental Policies and Guidelines and agree to abide by them.*

\_\_\_\_\_  
Signature of Responsible Adult

\_\_\_\_\_  
Date

Revised May 2014