

Stillwater

Public Library

Event Venue Rental Application

STILLWATER PUBLIC LIBRARY
224 Third Street North
Stillwater, MN 55082
www.stillwaterlibrary.org

Sandy Ellis – Venue Coordinator
sandy@stillwaterlibraryfoundation.org
651.295.7377 and 651.430.8757

Application for Event Facilities Rental: Please complete this application and submit with a fifty percent deposit of the entire fee to hold your reservation date. **This application does not guarantee your reservation.** We will notify you of your accepted reservation via a deposit receipt. Please allow up to two weeks for your check to be processed. Please fill out all the information requested. Make checks payable to: Stillwater Public Library. Mail to Attn: Sandy Ellis, Stillwater Public Library, 224 Third Street North, Stillwater, MN 55082.

Event Date: _____
Day Month Year

Type of Event: _____

Rental Hours: From _____ to _____ 4-hour rental _____ After-hours _____

Number of Attendees: Up to 25 _____ // 26-50 _____ // 51-100 _____

Responsible Renter: _____

Address: _____

Phone and Email: _____

Will you be hiring a caterer? Yes / No Will you be serving liquor? Yes / No

Caterers Name _____ Contact Number _____

Deposit Amount: \$ _____ Check Number: # _____

By signing this application, you and all vendors contracted by you, understand and accept the Stillwater Public Library's Rental Procedures, Library Noise Procedures, Library Catering Procedures, Insurance Coverage Requirements, and Library Fee Schedule, and agree to abide by them. You also understand that cancellation of this agreement after five business days of acceptance will result in the forfeit of your full deposit.

Signature(s) of Responsible Party

Date