

Stillwater

Public Library

Wedding 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.

Wedding Date: _____
Day Month Year

Wedding: (circle one) Ceremony & Reception Ceremony Only Reception Only

Rental Hours: (circle one) 4-hour rental 12-hour rental Other _____

Projected Maximum Guest Attendance: _____ (or estimated range, i.e. 100-150)

Bride: _____

Bride's address: _____

Phone: _____ Email: _____

Groom: _____

Groom's address: _____

Phone: _____ Email: _____

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