

# COTTONWOOD COMMUNITY CENTER APPLICATION FOR USE

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Date(s) of Intended Use: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Club, Private Function or Business Name: \_\_\_\_\_

Purpose of Gathering: \_\_\_\_\_

Type of Gathering:

WEDDING                      LARGE (FULL DAY)                      LARGE (HALF DAY)

SMALL (FULL DAY)                      SMALL (HALF DAY)

Estimated number of guests: \_\_\_\_\_

Will you be reserving the Kitchen for cooking or food preparation? YES      NO

Will alcoholic beverages be consumed? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered 'YES' to question 10, it is your responsibility to arrange bar service with a licensed provider or obtain a special permit from the City. (see Policies Regarding Alcoholic Beverages).

**142 WEST MAIN STREET**

# RULES & REGULATIONS

*These items must be completed and pass final inspection before deposit is refunded.*

## RENTAL SPACE

- Put away all tables and Chairs (tables wiped down)
- Mop up wet areas on floor
- Sweep floors
- Dispose of all garbage (in dumpster behind building)
- Take down all decorations and fasteners
- Turn off all lights

## KITCHEN

- Kitchen must be cleaned
- Items that are used must be washed and put away
- Floor must be mopped
- Counters wiped down
- Stove top cleaned (if used)
- Make sure ovens and burners are turned off

## BATHROOMS

- Pick up trash on floor
- Flush toilets

## OTHER RULES AND REGULATIONS

- No nails in walls
- Evening activities must conclude before 1am
- Bar service must conclude before 1am
- Renter is responsible for lost or broken items
- Youth activities must be chaperoned by adults
- Renter is responsible for any accidents that may occur in connection with their activity
- Pick up a key for the Community Center during regular business hours, two or three days before the scheduled activity
- No floor wax is to be used on the large room floor
- If Renting for a Small Gathering, Small area (with tiled floors) and restrooms may be used only; unless also reserving kitchen

## HOLD HARMLESS AGREEMENT

I understand that my use of the Cottonwood Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Cottonwood will not be held liable for any claims, injuries, damages of whatever nature incurred by me or members of my gathering due to my negligence. I expressly forever release and discharge the City of Cottonwood, its agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City of Cottonwood from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Cottonwood Community Center, and I understand that my obligation to defend and indemnify the City exists regardless of whether I have insurance that would cover such claims. I also agree to reimburse the City of Cottonwood for any damage, breakage, maintenance, theft of equipment or property beyond the damage deposit, if so warranted. I also agree to abide by all the above listed rules and regulations. I understand that the City of Cottonwood reserves the right to deny this application.

User Representative: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this application, along with the fee to:

City of Cottonwood  
P.O. Box 106  
Cottonwood, MN 56229

RECEIVED AND APPROVED BY:

\_\_\_\_\_  
City of Cottonwood

## POLICIES REGARDING ALCHOLIC BEVERAGES

**NO ALCOHOLIC BEVERAGES ARE PERMITTED WITHIN THE CENTER UNLESS YOU HAVE RECEIVED A SPECIAL PERMIT FROM THE CITY OR HAVE AN AGREEMENT FOR SERVICE FROM AN ELIGIBLE LICENSED SERVER.**

For the contact information of eligible licensed servers in the City of Cottonwood, please contact the City Clerk's Office.

**CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER 21 YEARS OF AGE IS PROHIBITED.**

**In the event of minor consumption, law enforcement will be notified and the Center will be closed immediately.**

**ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE OF THE CENTER.**

**Failure to comply will result in notification of law enforcement and closure of the Center immediately.**

I have read and understand the above guidelines related to the consumption and serving of alcoholic beverages in the Cottonwood Community Center.

User Representative: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### OTHER INFORMATION

**Entertainment:** User is responsible for arranging.

**Damage Deposit:** A deposit for the amount of the rental expense must be paid at the time of booking - non-refundable if cancellation not made 30 days prior to the event.

Deposits are delivered to the Clerk-Administrator (78 W. Main St.)

## INSTRUCTIONS FOR COMPLETION OF EVENT APPROVAL CHECK LIST

For use or possession of Alcohol on the City of Cottonwood's property

-A review of the following information and completion of the approval form is required 3 weeks prior to approval of an event which alcoholic or malt liquor will be served.

**-Description of Event:** Give a brief description of the event taking place and the approximate number of people that will be attending the event

**-Date and Times of the Event:**

**-Sponsor of Event:** Indicate if there is a club or group, local community organization, or other group that is the actual promoter of the event. If it is for an individual event, specify who will be the responsible party.

**-How will Liquor be dispensed:** Identify who will dispense the beverages and how that person/group will be paid.

**-Location of the Event:** Indicate the exact location on the Cities property the event is planned to take place.

**-Contact person for the Event:** This should be the individual others can go to for specific information about the event and contact person in the group or organization that is sponsoring the event.

**-Insurance Provided:** The insurance information is extremely important and is a requirement if alcohol will be involved. The responsible party, group, or individual must provide and purchase insurance with the minimum limits of liability provided. \$1,000,000 per occurrence/ \$1,000,000 annual aggregate. The City of Cottonwood must also be listed as an additional insured on the policy and Host liquor liability must be included. If your current insurance cannot provide the following coverage, please inquire with the City about purchasing TULIP coverage.

-The applicant shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the city facility by the applicant or by the applicant's guests and invitees

-The City of Cottonwood requires a license for events where alcohol will be sold. The sponsor or individual must check with the City office to determine who is eligible to sell liquor on City property.

-Check with your Insurance Agent to get the appropriate Insurance.

**APPLICATION FOR SPECIAL PERMIT FOR ALCOHOL ON PUBLIC PROPERTY**

License Fee: NONE

Event: \_\_\_\_\_

Date (s): \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person/ Host: \_\_\_\_\_ (Ph.) \_\_\_\_\_

Maximum number of persons expected to attend: \_\_\_\_\_

Additional Description, including how alcohol will be dispensed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Approved by the Cottonwood City Council on: \_\_\_\_\_

*Attach Documentation of Insurance Rider/TULIP Coverage if Required*

**All approved applicants must have a copy of this application in their possession at the time of the event for which this permit has been issued.**

\_\_\_\_\_  
Permitted Party Representative

\_\_\_\_\_  
Clerk-Administrator

\_\_\_\_\_  
Date

SEAL