



# MCCOLL POND ELC BUSINESS PACKAGE RESERVATION APPLICATION

Savage Parks and Recreation | 13770 Dakota Ave., Savage, MN 55378 | [cityofsavage.com](http://cityofsavage.com)  
Office: 952-224-3420 | Fax: 952-224-3430 | Police Non-emergency: 952-882-2600

ASPEN ROOM RENTAL RATES	All-day 7 a.m. - 5 p.m.	4-hour block*	Hourly 2-hour minimum	Reservation Fee Non-refundable
Monday - Thursday	\$450	\$250	\$75/hour	

\* Add additional hours to your 4-hour block for \$75 per hour

**Rental includes:** Pre-determined layout, tables and chairs, a laptop, AV equipment, wireless microphone, podium, free WiFi, digital sign message, take down, and a preferred catering list.

CLASSROOM RENTAL RATES	Hourly: Residents 7 a.m. - 5 p.m.	Hourly: Non-Residents 7 a.m. - 5 p.m.	Reservation Fee Non-refundable
Sunday - Saturday	\$15/hr	\$25/hr	

## APPLICANT INFORMATION

Purpose of Reservation

Date Requested

Number of Guests

Day of the Week

Start Time

End Time

Business/Organization

\*Non-Profit (documentation required)

Business Contact Person

Resident

Non-Resident

Business Address

City

State

Zip

Phone #

Cell Phone #

Work #

Ext.

Email Address

Event Coordinator Name (if different than primary contact)

Coordinator Phone #

Coordinator Email

Number of Guests Attending:

\*Number of Presenters:

\* Beyond supplied podium, easels, and table placement, does presenter(s) need additional assistance? If so, what:

We will be serving:  Breakfast  Lunch  Breakfast and Lunch

## PAYMENT INFORMATION

**Full payment is due 90 days prior to your event.** If your event falls on a weekend, cash or check payment is due to the Parks and Recreation Department the Friday before event by 3:30 p.m. You may pay by Visa or MasterCard online at [cityofsavage.com](http://cityofsavage.com) > I Want To > Reserve: McColl Pond Environmental Learning & Event Center > Make a Payment.

User name: \_\_\_\_\_

Password: \_\_\_\_\_

## KEY PICK-UP & DROP OFF

The facility is self-serve, therefore you agree to pick up the key prior to your reservation and let yourself in/out no earlier/later than this reservation form states. As a courtesy, you can enter the building 30 minutes prior to your reserved time. Keys can be picked up at Public Works located at 13770 Dakota Ave. Return keys to Parks and Recreation office or utilize the 24-hour drop box at the Public Works Building or City Hall located at 6000 McColl Drive.

If you have a weekend reservation, you must pick up the key on Friday by 3:30 p.m. | Key # \_\_\_\_\_

## OFFICE USE ONLY

Balance Due \$	Due by
Staff Signature	Date
Notes:	

## CANCELLATION POLICY

A renter may lose use of facility and void contract if payment in full is not received 90 days prior to use of the facility. All fees paid by the Renter are refundable, with the exception of the \$100 reservation fee, if notice of cancellation from renter is given at least **90 days prior** to the date of the event. If the reservation is canceled **after the 90 day deadline**, no refunds shall be given. Please contact our office immediately if there are any reservation conflicts.

Cancellation by the City: The City of Savage reserves the right to cancel this rental agreement prior to Date of Use, or at any time when a state of emergency is declared by the City of Savage, if utility services are interrupted or unsafe environmental conditions exist in the opinion of the City of Savage. In such an event, Renter agrees that the City shall have no responsibility or liability for any disruption, damages, or loss that the Renter may suffer or incur due to such cancellation. The City will attempt to notify Renter as soon as possible if such cancellation occurs. All fees paid to the City of Savage shall be refunded to the Renter if this Agreement is canceled pursuant to this paragraph.

## DAMAGES OR OTHER BILLABLE CHARGES

Your signature will constitute a binding agreement for payment of specified charges incurred for damages to the ELC and/or surrounding grounds if directly cause from your rental; including any companies contracted by you for catering, entertainment, etc. Once damages or other billable charges are reported, the City of Savage will submit an invoice to the renter for the amount listed below on this agreement for any damages or other billable charges that are incurred as a result of this reservation.

Applicant Initials \_\_\_\_\_

## RESERVATION FEE

The Renter must pay a **non-refundable \$100 + tax reservation fee** to the City of Savage at the time the reservation is made. This reservation fee will be applied to your balance if all reservation requirements are met. Payment is due, in full, at the time of reservation if your balance due is less than \$100 or if your reservation is within 30 days of requested Date of Use. In this case, the Reservation Fee will be immediately applied to the balance. If the reservation is canceled, the City will refund all payments made with the exception of the \$100 + tax reservation fee.

## CATERER REQUIREMENTS

**All caterers must be licensed with the Minnesota Department of Health.** The Health Department requires the City of Savage to collect contact information from caterers in case of emergency. The Caterer Contact Form must be returned 30 days prior to date of use. This applies to professional caterers/restaurants and does not include potluck style events. **Caterers must have a license to sell alcohol, please contact the Savage City Clerk at 952-882-2642 if you are selling alcohol.**

## SOCIAL HOSTING

The Savage City Council desires to protect the health, safety and welfare of all persons living in and visiting the City. The use of alcohol by persons under the age of twenty-one (21) is prohibited by State Statute. This ordinance prohibits, and establishes penalties for, any person hosting an event or gathering where alcohol is present and being possessed or consumed by persons under twenty-one (21) years of age.

## LIABILITY WAIVER

In consideration of the City of Savage ("City") accepting this application for facility use, the undersigned Renter hereby, for Renter or any representative of Renter's organization or family, waives and releases any and all rights and claims for damages by Renter or Renter's representatives for any and all injuries suffered at any activity relating to or arising out of this rental agreement and Renter's use of the City of Savage's Environmental Learning and Event Center ("ELC"). Renter assumes full responsibility for any damages to equipment or to the ELC during Renter's use by Renter, Renter's guests, or any outside vendors. Renter further agrees to abide by the Facility Reservations Terms and Conditions, attached hereto, and the City of Savage ELC Administrative Policies and Procedures, both of which are incorporated herein by reference. It is the sole responsibility of the Renter to be aware of ALL policies regarding the rental of this facility.

**I understand that this is an abbreviated Policy and Procedure list; terms included, but are not limited to, the above conditions.  
By signing this form, I agree to these terms and conditions.**

Applicant Signature	Date
Title of Applicant Signature (If applicable)	Date