



PAVILION RENTAL AGREEMENT

For Rental of Roy Clay, Lions Shelter, or Legion Park - fill out other side

RENTER INFORMATION

NAME _____ DATE _____

ADDRESS _____ PHONE _____

EMAIL _____

NYA RESIDENT? YES NO

RENTAL INFORMATION & FEES

NYA RESIDENT PAVILION FEE \$600 Damage Deposit = \$300 DATE OF EVENT _____

NON-RESIDENT PAVILION FEE \$900 Damage Deposit = \$300 PURPOSE _____

**Damage Deposit must be paid prior to the event. Keys will not be issued without payment of deposit. Check is preferred payment.*

APPROX # OF GUESTS _____

Early Entry/Late Exit Fee YES NO \$250 each day for scheduled - booked and paid for at time of reservation.
\$125 each day for non-scheduled - booked two weeks or less prior to the event.

The rental fee may be waived for Non-Profit or Civic Groups. See the Rental Policy and Fee Schedule for details.

NYA Civic Group YES NO Norwood Young America chartered Civic Groups, Non-Profit Organizations and District 108 schools are able to rent the facility at no charge for events that are for the community (based on availability). When there is no rental charge, the civic group will be required to clean the facility as if it were cleaned by the City cleaning staff.

NYA Non-Profit Organization YES NO

District 108 School Function YES NO

Sound system rented? Rental Fee \$50. YES NO

Kegeerator/Tap rented? YES NO CHARTERED NAME _____

Kegeerator/Tap rental fee is \$30 (not necessary if using The Pour House Pub).

WEDDING EVENT

Is alcohol being consumed? YES NO

If YES, the Pour House Pub holds the on-sale liquor license in the City. All wedding events must use the on-sale liquor license holder (The Pour House Pub) for alcohol served or sold at the Pavilion. It is the renters responsibility to contact The Pour House Pub at 952-467-2112.

NON-WEDDING EVENT

Is alcohol being served? YES NO

If YES, proof of current liability insurance is required if alcohol is being consumed at the event. The renter must provide proof of "Special Event Rider / Host" Insurance prior to the event date. Keys will not be given without proof of insurance.

Is alcohol being sold? YES NO

If YES, the Pour House Pub holds the on-sale liquor license in the City. All non-wedding events that are "selling" alcohol must use the on-sale liquor license holder (The Pour House Pub) for alcohol served or sold at the Pavilion. It is the renter's responsibility to contact The Pour House Pub at 952-467-2112.

I have read and understand the information in the City of Norwood Young America Rental Policy regarding the use of the facilities, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I further understand that fees paid are refundable only in accordance with City policies recited in the City of Norwood Young America Rental Facility Policy. I also understand my name, phone number, and event date may be shared with The Pour House Pub, however, I am still responsible for contacting them and coordinating any alcohol related requirements with them for any wedding or non-wedding events.

RENTER SIGNATURE _____ DATE _____

CITY STAFF TO COMPLETE

	AMOUNT	DATE PAID	EMP INITIALS
FEE TOTAL	_____	_____	_____
DAMAGE DEPOSIT	_____	_____	_____

Liquor Liability Insurance provided:

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



RENTAL FACILITY AGREEMENT

Pavilion Rental - Fill out other side only

RENTER INFORMATION

NAME _____	DATE _____
ADDRESS _____	PHONE _____
_____	EMAIL _____

RENTAL INFORMATION & FEES

_____ ROY CLAY	Fee = \$125	*Damage Deposit = \$200	DATE OF EVENT _____
_____ LIONS SHELTER	Fee = \$125	*Damage Deposit = \$200	PURPOSE _____
_____ NYA LEGION PARK	Fee = \$125	*Damage Deposit = \$200	APPROX # OF GUESTS _____

*Damage Deposit must be paid prior to the event. Keys will not be issued without payment of deposit. Check is preferred payment for deposit.

Early Entry/Late Exit Fee YES NO \$125 each day

The rental fee may be waived for Non-Profit or Civic Groups. See the Rental Policy and Fee Schedule for details.

NYA Civic Group	YES	NO	Norwood Young America chartered Civic Groups, Non-Profit Organizations and District 108 schools are able to rent the facility at no charge for events that are for the community (based on availability). When there is no rental charge, the civic group will be required to clean the facility as if it were cleaned by the City cleaning staff.
NYA Non-Profit Organization	YES	NO	
District 108 School Function	YES	NO	

CHARTERED NAME

Is alcohol being served?	YES	NO	If YES, proof of current liability insurance is required if alcohol is being consumed at the event. The renter must provide proof of "Special Event Rider / Host" Insurance prior to the event date. Keys will not be given without proof of insurance. Under no circumstances can alcohol be sold.
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I have read and understand the information in the City of Norwood Young America Rental Policy regarding the use of the facilities, including cancellation procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I further understand that fees paid are refundable only in accordance with City policies recited in the City of Norwood Young America Rental Facility Policy.

RENTER SIGNATURE	DATE
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CITY STAFF TO COMPLETE

	AMOUNT	DATE PAID	EMP INITIALS
FEE TOTAL	_____	_____	_____
DAMAGE DEPOSIT	_____	_____	_____

If alcohol is being served, attach the required liquor liability insurance.
