

# 2009 EVERGREEN RESERVATION FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE OF THE EVENT: \_\_\_\_\_ WEEKDAY: \_\_\_\_\_

HOURS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

AREA TO RESERVE: DINING ROOM and  
KITCHENETTE: \_\_\_\_\_ \$100.00

CARPETED ROOM: \_\_\_\_\_ \$60.00

AFTER HOURS OPEN OR LOCKUP: \_\_\_\_\_ \$50.00

TOTAL RENTAL FEE: \_\_\_\_\_

DAMAGE DEPOSIT: (Separate check to be returned when keys are returned) - \$100.00

SIGNATURE: \_\_\_\_\_

DINING ROOM SEATS UP TO 75 PEOPLE

CARPETED ROOM SEATS UP TO 25 PEOPLE

KITCHENETTE INCLUDES STOVE AND SINK. NO DISHES OR UTENSILS

LEE AND LENNY INFORMED \_\_\_\_\_

AFTER HOURS OPENING OR LOCK UP FEE WILL BE WAIVED IF KEY IS PICKED UP AT THE CITY CENTER DURING NORMAL BUSINESS HOURS AND A WALK THROUGH OF PROCEDURES ARE DONE WITH STAFF AND KEY IS RETURNED NEXT BUSINESS DAY

RENTER IS RESPONSIBLE FOR SNOW REMOVAL.

DAMAGE DEPOSIT WILL BE RETURNED IF ROOMS ARE CLEANED UP AND NO DAMAGE HAS OCCURRED

CONTACT NUMBER: 320-234-4216 – Deb or Bonnie (M-F 8:00 a.m. – 3:30 p.m.)

NO ALCOHOL ALLOWED ON PREMISES.

2698 4316