

2014 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

PHIL 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 NUMBERS: 320-234-4216 – Andrea (M-F 8:00 – 3:30 p.m.)

NO ALCOHOL ALLOWED ON PREMISES.