# 2010 Warming House Reservation Form

**Parks and Recreation Department**

**This reservation form gives you priority for use of the warming house space only.**

**Date Completing Form:**_____ **Date of Reservation:** _____

**Name of Event:**_____**Estimated Number Attending:**_____

**Warming House Location** (*please circle one*): Rambling River Park North Creek Park

**Block of Time for Reservation (***between 8:00 a.m. and 12:00 Noon and must be reserved in two hour blocks of time)***:**_____

**Reservation Fee is $25.00 per hour** *(with a two hour minimum charge).*

**Total Reservation Fee Paid** *(block of time x $25.00/hr with two hour minimum)***: $**_____

**Name of Individual or Group Reserving the Warming House:**_____

**Address:**_____**City:**_____**State:**_____**Zip:**_____

**Phone:** (w)_____ (h)_____ (cell) _____

**Email Address:** _____

**Important Information to Know:**

1. Reservations should be made at least two weeks in advance of the event date.
2. To secure a reservation, the reservation form and fee must be received in City Hall, located at 430 Third Street
3. Make checks payable to the Farmington Parks and Recreation Department.
4. Glass containers such as bottles, drinking glasses, jars, etc. are not permitted in the warming house.
5. Sale of alcohol requires special permission and liquor license. Please call City Hall at 651-280-6800 for information.
6. Event organizers are responsible for cleaning and disposing of garbage into the garbage containers during and after the event.
7. Bring this form with you on the day of your reservation as proof that you have reserved the warming house for your event.
8. Full refunds for reservations will only be given in situations when severe weather occurs such as extreme cold temperatures and/or large snow event.
9. Refund will be given, minus a $5.00 processing fee, when at least a ten working days cancellation notice is given to the City.

* 10. If event is larger than 150 people additional garbage containers are required at a rate of 1 gallon for each person over 150 people.

**11. Some events may require an event fee and additional requirements. Generally these events are public in nature and exceed 150 attendance. If you are planning an event such as this, please talk with a Parks & Recreation staff member.

I, the undersigned, hereby agree to release and discharge the City of Farmington, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments and executions. This release includes all claims that I, or the group reserving and using the warming house may have against the City of Farmington for all personal injuries, death or property damage that may arise out of the reservation and use of the City of Farmington's warming house.

_____ _____

**Signature** **Date**

## FOR CITY USE ONLY

**Date Payment Received:**_____ **Payment: Cash or Check#**_____ **Amount:**$_____
**Initials of Staff Receiving Payment:**_____ **Insurance Certificate Submitted for Event (please circle one): yes no**

**Account Number:** **1001.4975**
**Sales Tax:** **1000.2415**