

FARMINGTON CITY HALL CONFERENCE ROOM RESERVATION

Organization: _____

Address: _____

Responsible Person: _____

Phone: _____

E-mail: _____

Reservation Date: _____

Reservation Time: _____

Number of People: _____

Room Requested

- Large Conference Room \$25 for two hour time block and \$8 each additional hour
(Accommodates 16 people)

- Small Conference Room \$20 for two hour time block and \$8 each additional hour
(Accommodates 10 people)

Applicant's Signature

Date

1. A reservation date can be tentatively held verbally for 48 hours.
2. The fee may be waived if a City staff member is assigned to a group as a part of their work duties and assumes responsibility for the room reservation.
3. A 30-day cancellation notice is required for a full refund. If we are notified of your cancellation 30 days prior, a full refund will be given. No refunds will be issued for cancellations made less than 30 days prior to an event.
4. See attached Meeting Room Guidelines for complete fees and regulations.

Please return this form along with payment to:

Cynthia Muller
Farmington City Hall
430 Third Street
Farmington, MN 55024

Questions please call 651-280-6803.