



Ely City Hall, 209 E Chapman St, Ely MN 55731

FACILITY: SEMER'S PARK PAVILION RENTAL APPLICATION

Application for Use of Buildings, Facilities and Equipment (Tables, Chairs, Refrigerator & Microwave)

Today's Date: _____

Date of use: _____ Time to be used: _____

Intended use (Please explain):

Private Party - \$100.00 _____

Non-Profit or Government Organization - \$80.00 _____

Rental fee (submit with application) \$ _____ ck# _____ or cash _____

\$100.00 refundable damage deposit (submit with application) ck# _____ or cash _____

The building must be cleaned by renter after use. ALL GARBAGE must be removed and disposed of by renter. The City of Ely will charge for trash left behind.

Thank you for your cooperation!

PERSON RESPONSIBLE: _____

ADDRESS: _____

PHONE: _____ EMAIL _____

SIGNATURE: _____ DATE: _____

City Clerk's Office - 218-365-3224 Ext 1

In case of emergency (no power, water, etc) during non-business hours call: 800-890-8713.



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SEMER'S PARK PAVILION RULES CHECKLIST

(Please initial by each rule, sign full name at the bottom and return along with the application.)

- The pavilion may be reserved by filling out an application and processing with the City Clerk. Rental Fee and Deposit are due at time application is made.
- The applicant shall hold the City harmless from any and all claims due to use of the facility.
- Young children should always be chaperoned.
- No animals are allowed in park or pavilion.
- No tacks, staples or masking tape allowed on walls, floors, and doors – minimal Scotch tape use allowed.
- Do not drag tables and chairs across the floors. Any tables or chairs that are used must be cleaned and put back in their proper place and the facility must be left clean.
- Fire regulations prohibit more than 120 people in the building.
- Hours that the pavilion is open: 8:00am to 1:00am
- Sweep and wet mop floors, when done.
- If using the appliances wipe out the refrigerator, microwave and sink areas.
- Check all doors to make sure they are secure and make sure all windows are closed and locked before leaving.
- Turn off all lights upon closing and locking the facility.
- Entry and use of facility is permissible only during the hours specified on the application and the key is to be returned the following work day.
- Pick up garbage around the pavilion when done with event.
- It is the responsibility of the applicant to remove and dispose of all garbage (including kitchen and bathroom areas) from the building.
- Persons violating rules will be asked to leave. The Ely Police Department will enforce all federal, state, and county laws.

Signature of Applicant (Responsible party)

Date