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