

Stillwater Public Library ☾ 224 N. Third St. ☾ Stillwater MN 55082
651.275.4338

Application for Using Library Facilities for an Event

Please complete this application with dates and times requested. A fifty percent deposit must accompany this application to hold a date. This application must be received 2 weeks prior to the first date of requested use. **This application does not guarantee your reservation.** We will notify you if your reservation is accepted. Make checks payable to Stillwater Public Library. Any rental equipment, vendor delivery times, or changes to the rental agreement must be submitted in writing and approved by the Event Coordinator.

Name of Responsible Individual _____

Street Address _____

City, State, Zip _____

E-Mail Address _____

Phone (please indicate your primary number with a check)

Home _____ Cell _____ Work _____

Name of Organization _____

Type of Organization (circle one)

Nonprofit

Commercial

Private

Name of Event _____ Date of Event _____

Event Location (circle one)

Terrace & Indoors

Indoors Only

Eight Hour Time Slot Requested (circle one)

8am – 4pm

9am – 5pm

10am – 6pm

11am – 7pm

12pm – 8pm

1pm – 9pm

2pm – 10 pm

3pm – 11 pm

4pm – 12 am

Additional Hours Requested? Yes No Time of extra hours requested _____

Description of Event:

Projected Maximum Attendance _____

Weddings

Is this event a wedding? Yes No

Name of Bride _____ Name of Groom _____

Are you requesting a rehearsal? Yes No Time requested (One-hour maximum) _____

What parts of the wedding will be held at the library? (*circle one*)

Ceremony & Reception Reception Only Ceremony Only

Youth Events

Is this a youth (under age 18) event? Yes No Number of adult supervisors _____

Terrace Use

Are you requesting exclusive use while the library is open? Yes No

Do you wish to use a tent on the terrace? Yes No

If yes, name of rental company _____

Proposed Delivery Date _____ Proposed Delivery Time _____

Proposed Pick-up Date _____ Proposed Pick-up Time _____

Approved by Event Coordinator? Yes No Initials _____ Date _____
(*for office use only*)

Do you wish to use a dance floor on the terrace? Yes No

If yes, name of rental company _____

Proposed Delivery Date _____ Proposed Delivery Time _____

Proposed Pick-up Date _____ Proposed Pick-up Time _____

Approved by Event Coordinator? Yes No Initials _____ Date _____
(*for office use only*)

Do you plan to bring any rental equipment onto the terrace? Yes No

If so, what equipment?

Proposed Delivery Date _____ Proposed Delivery Time _____

Proposed Pick-up Date _____ Proposed Pick-up Time _____

Approved by Event Coordinator? Yes No Initials _____ Date _____
(for office use only)

Food & Drink

Will food be served? Yes No Name of Caterer _____

Will alcohol be served? Yes No Name of Caterer _____

Music & Dancing

Will there be music at the event? Yes No Will there be dancing at the event? Yes No

Type of Music _____ Who will be providing the music? _____

Are you applying for a variance to have music on the terrace after 10 PM.? Yes No

Parking

Do you wish to use our parking facility after Library hours? Yes No

Furniture Rental & Set-up

Do you wish to rent furniture for the terrace? Yes No

Number of chairs _____ Number of Tables _____ Number of seat cushions _____

Do you require more than one set-up for your event (i.e. will all the chairs need to be moved from a ceremony set-up to a reception set-up)?

Yes No

Events which require more than one set-up are subject to additional set-up costs and need to be approved in writing by the Event Coordinator. Please submit a set-up diagram for each set-up you require.

Outside Vendors & Deliveries

Do you have any outside vendors (caterer, baker, florist, photographer, etc.) that will be making deliveries the day of your event?

Yes No

If yes, please list the name of each vendor, and their planned time of arrival below. Vendors and delivery times are subject to approval by the Event Coordinator.

Vendor Name :

Delivery Time:

Set-Up Diagram

Please attach a diagram of your desired room arrangement. Attach additional set-ups separately.

Required liability insurance certificate is (*circle one*):

included with application

on file with the library

will be mailed

I understand that this is an application. If notified that this application is accepted, I will pay all fees (if applicable) according to the schedule provided by the library. I have also read the library's Rental Policies and Guidelines and agree to abide by them.

Signature of Responsible Adult

Date

Revised October 2008