



**Carver  
County  
Parks**

11360 Highway 212 West, Suite 2  
Cologne, MN 55322

# APPLICATION: Lake Waconia Event Center Rental

## General Information

Full Name(s) of Applicant(s): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Primary/Best Email (this will be used as critical means of communication): \_\_\_\_\_

Secondary Email(s) to Include: \_\_\_\_\_

### DATE OF EVENT:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Type (Purpose) of Event (Please Circle Best Option): **Wedding**      **Entertainment**      **Meeting**      **Exhibit**

**Community Event**      **Religious**      **Other (Write-in):** \_\_\_\_\_

Estimated Time of Guest Arrival: \_\_\_\_\_ Estimated Time of Departure: \_\_\_\_\_

Anticipated Number of Guests/Participants Attending: \_\_\_\_\_

Does Your Event Include Alcohol: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Type(s): \_\_\_\_\_

\*Desired Served Time(s): Start \_\_\_\_\_ End \_\_\_\_\_ (Security Staffing fees will be determined by alcohol service times)

### Fees (Fees Shown are Base Fees – See Exhibit C for Full Fee Details)

Facility Rental: \$1,000/Day (Includes Custodial Service and Table/Chairs for 300 people)

Staffing: \$20/Hr./Staff for Event Attendant, \$80/Hr./Staff for Event Security

Reservation Deposit: \$500 (Due at time of Reservation)

Damage Deposit: \$500 (Due at time of Reservation)

### Understanding

This application must be filled out completely by an adult 21+ years of age. Any/all youth participating in a rental must have adult supervision at all times of facility use. All appropriate fees/deposits must accompany this form prior to the application being filed for review. All deposits are non-refundable. Additional forms and paperwork will need to be completed and returned to the Park Office in a timely manner as communicated by Park Staff; failure to do so might result in terminated rental application and/or agreement.

The Parks Department shall make available to the holder of this rental application, a Use Permit to occupy and utilize the Lake Waconia Event Center on the date(s) specified and shall provide custodial services, building supervision and police/security services (as required) for the event. The County reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on/in all County property. The County shall not be responsible for interruptions of the use of any facilities for reasons beyond its control, and reserve the right to terminate the Use Permit for reasons of public safety threat or otherwise not identified & approved in the Use Permit.

### Execution

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Lake Waconia Event Center, including cancellation procedures, liabilities and responsibilities assumed, times and curfews and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval from the Park Office is received. I (We) further understand that fees paid are only refundable in accordance with County Park rental procedures.

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_