



Facility Rental Application Form

Facility	Seating Capacity	Occupancy	Address
Village Hall/Patio/Kitchen	144	150	316 Broadway
Church-by-the-River	40-50	75	109 Main Street East
Broadway Conference Room	6	6	316 Broadway

- Facility (check one):
- Village Hall (includes kitchen/patio)
 - Church-by-the-River – no alcohol allowed
 - Broadway Conference Room – no alcohol allowed

Rental Party/Organization Name: _____

Address: _____

 (Residency will be verified and no subletting allowed.)

Phone Number: (_____) _____ Secondary: (_____) _____

E:Mail Address: _____

Rental Party/Designated Representative who will be present: _____

- Date of Event: _____
- *Times for Event: Start: _____ End: _____
- Use page 4 for recurring meetings or for multiple dates up to one year in advance.
- *NOTE: Doors will be programmed to automatically open 15 minutes before and close 15 minutes after the times above (for Village Hall and Broadway Conference Room only) :
- NOTE: If additional dates/times are needed for set-up/clean-up over and above dates/times above (may be a charge), please indicate below:

Additional Dates/Times Needed: _____

Type of Event: _____

Number of Attendees: _____ (within the occupancy numbers above)

Will there be refreshments? Yes No

If so, what type? _____

Will there be a band or DJ? Yes No

If so, name and description: _____



Will alcohol be available? Yes No

If yes, this section is required.

Type of alcohol: _____

- Time alcohol is available: Start: _____ End: _____

Will alcohol be sold at any time during the event? Yes No

If so, what type? _____

- Time alcohol is sold: Start: _____ End: _____

With alcohol, whether available or sold, the following items are required:

- The appropriate insurance certificate and/or liquor license needs to be provided before keys are picked up.
- A fee of \$25/hour once alcohol is available until the end of the event.



This fee section will be filled out by the City of Carver.

All fees are set by the City Council in the Fee Schedule.

Rental Fee: _____

(50% due at booking) _____

(Balance 30 days prior) _____ by _____

Damage Deposit (30 days prior to event) _____ by _____

Building Host – if there is alcohol: _____

Early Entrance/Late Exit Fees: _____

Other Fees: _____

Total due at booking: _____

Total balance due: _____ by _____

Date:	Start Time	End Time	If there will be alcohol, indicate times it will be available.