



## Thank you for your interest in the Rambling River Center!

The Rambling River Center is operated by the Farmington Parks & Recreation Department under the policies and guidelines established by the Farmington City Council. The Rambling River Center serves as the City's senior center recreation destination and is also available for rental use.

Facility reservations will be on a first come-first served basis. To lock in your date we must receive:

- A completed application
- Your damage deposit of \$500 for the banquet room or \$75 for a meeting room

The senior center programs will have exclusive use of the Rambling River Center weekdays between 7:30 a.m. and 3:30 p.m. The City of Farmington reserves the right to priority scheduling.

### Business Hours

Monday-Friday, 7:30 a.m.—3:30 p.m.

### Rental Hours

Monday-Thursday, 8 a.m.—10 p.m.

Friday & Saturday, 8 a.m.—Midnight

Sunday, 8 a.m.—10 p.m.








### City observed holidays are not available for rent:

- New Year's Day\*
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day (July 4)\*
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve (Dec. 24)\*

\*If any of the noted holidays above fall on a weekend, the holiday will be observed on Friday or Monday.

# Rental Fees

ROOM	ROOM	FEE	ROOM CAPACITY/STANDARD SET-UP
	Banquet Room includes kitchenette	\$400/Minimum 4-hour block with 1 hour set up \$100/per each additional hour \$500 refundable damage deposit \$65/hour for additional cleaning (more than 2 hours)	Room capacity: 130 Standard set-up: (12) 60" round tables with six chairs at each. 1,776 Square Feet Food and beverage allowed
	Empire Room	\$85/Minimum 2-hour block \$43/per each additional hour \$75 refundable damage deposit \$65/hour for additional cleaning (more than 1 hours)	Room capacity: 57 Standard set-up: Board Room Style Box lunches/light snacks may be considered with prior approval
	Harry & Louise Ross Room	\$70/2 hr. block \$35/per each additional hour \$75 refundable damage deposit \$65/hour for additional cleaning (more than 1 hours)	Room capacity: 30 Standard set-up: Board Room Style Food and beverage allowed
	Nicolai Board Room	\$20/2-hour block \$10/per each additional hour \$75 refundable damage deposit \$65/hour for additional cleaning (more than 1 hours)	Room capacity: 20 Standard set-up: Board Room Style Box lunches/light snacks may be considered with prior approval
	Red Slipper Room	\$20/2-hour block \$10/per each additional hour \$75 refundable damage deposit \$65/hour for additional cleaning (more than 1 hours)	Room Capacity: 8 Standard set-up: Board Room Style Box lunches/light snacks may be considered with prior approval

## Payment

Damage deposit is required at the time the reservation is made and is deposited. Payment is due in full three weeks prior to scheduled rental.

## Cancellations

- 20 percent of the rental fee plus a 3.5 percent credit card transaction fee (if a credit card was used as payment) will be retained for cancellations received 21 or more days in advance of the rental date.
- Cancellations received less than 21 days in advance of the rental date will be charged 100 percent for the rental fee.
- Damage deposits are 100 percent refundable on all cancellations.
- Should the rental be canceled due to inclement weather, every opportunity will be made to reschedule, with no change in the rental fee.

## Damage Deposit Refunded

Damages and/or additional clean fee will be deducted from the deposit.

Deposit or remaining deposit after fee will be returned with 30 days of the rental.

# Rental Policies

## Included in your rental

Rental includes use of Banquet Room and bathrooms located in room and main hallway. Banquet Room Standard Set-Up: (12) 60" round tables with a six chairs at each table. RRC does not provide room set-up outside of the standard listed above.

- 65" Screen TV with Apple TV mirroring
- Kitchenette facilities: Microwave, Refrigerator & two-compartment sink
- (2) 100 c. coffee pots
- Serving utensils
- Assorted trays
- Water pitchers/Coffee carafes
- WIFI available
- Room temperature set to 68° during winter and 73° during summer months
- Recycling, organics and trash collection

## Food

- Food may be brought into building for individual use
- Cooking is not allowed in building
- Only a food staging area will be provided
- Concessions are not allowed
- Delivery and pick-up of equipment, food or other items used for the event must be completed during the rental period

## Liquor

Events where food is provided by the rental party and not a caterer may have alcohol, but only for personal consumption inside the Banquet Room. No alcohol may be sold during rentals unless provided for by a caterer that has a current CATR liquor license issued through the State of Minnesota Alcohol and Gambling Division. The same caterer must provide both the food and liquor for the event (per MN State Statue 340.A.404Sub12). It is the responsibility of the permit holder to ensure the caterer's license will be current as of the date of the event.

## Liquor Continued

Non-profit groups renting the Banquet Room may apply for a Temporary Liquor License from the City Clerk. The license must be approved by the City Council no less than 30 days prior to the event and forwarded to the State. Violation of the Liquor policy will result in termination of the permit and eviction and possible referral for criminal prosecution. Rental fees will not be refunded.

## Tobacco

No tobacco use in the entire RRC. A tobacco disposal container can be found in the northeast parking lot

## Decorations

- No glitter
- No tape or other adhesives, nails, tacks, screws or similar articles on ceilings, walls, doors, floors, light fixtures, furniture or stone/plaster surfaces is not allowed
- All decorations are to be hung without defacing the building
- No confetti, birdseed, rice, or sand
- No candles

All decorating must be set up and removed during the rental period.

## Music/Audio Visual

Music can be played on a boom box or other portable stereo device. Boom box and stereo devices are not included in rental. Music must be kept at a level that does not disturb other building users or neighboring property owners.

## Special Equipment

Request to use special equipment must be supplied at the time the reservation is made and may require additional fees.

## Gambling

No gambling activities are allowed except by properly licensed and permitted organizations and in accordance with state laws and city ordinance.



# Rental Policies

## Damages

Damage deposits are required for use of the Banquet Room and Meeting Rooms to cover the cost of repairing damage that occurs as a result of the permit holder's rental event.

The deposit is returned after the event if the rented room has been returned to its pre-use condition and if the permit holder abides by all the stipulations of the permit.

The permit holder will fully reimburse the RRC upon demand for any damage to or destruction of the building, furniture, equipment, fixtures, grounds, or any other property, real or personal, owned, used or operated by the RRC due to any act or omission of the members, employees, representatives, caterers, contractors, patrons, or guests of the permit holder.

## Personal Property

The permit holder must clear all personal property from the premises after each meeting, event or performance

## Liability

- Permit holder fully waives, releases and discharges the City of Farmington/RRC and its employees from all claims, damages, actions, causes of action, and liability of or in any manner connected with the permit holder's use of the City facility under the facility rental permit.
- The permit holder is to keep all passageways open and unobstructed during any rental period.
- The City of Farmington/RRC is not responsible for theft, damages or injuries to permit holder, guest or their property.
- The RRC cannot store or in anyway be responsible for materials owned by rental groups using the facility

## Indemnification

Permit holder agrees that they will hold the City of Farmington harmless and indemnify the City of Farmington from all claims, demands, and causes of action arising from permit holder's use of specified facility or surrounding grounds, including any attorney's fees and related costs.

## Conduct

The permit holder is responsible for the conduct of its members, visitors, employees, representatives, caterers, contractors, patrons, and guests while in the RRC. Users of the facility shall be respectful of the premises and other users or visitors to the facility and shall not engage in any disorderly conduct or offensive behavior.

## Non-Compliance with Terms and Conditions

Failure to comply with the terms and conditions may result in the RRC staff denying a request for a permit, canceling a rental or seeking other enforcement action.

## CLEAN UP CHECKLIST

### Table and chairs

- Clear off all tables, chairs and wipe them down

### Walls and ceiling

- Remove decorations and command hooks

### Floors

- Pick up all debris/food from the floor. Staff will sweep and mop

### Trash

- Carry all trash, recycling, and organics outside to containers located on the northeast side of building

### Kitchenette

- Wash all items borrowed for the city and leave on the drying racks
- Wipe down counters and any spills in the refrigerator or microwave
- Clean out sink
- Clear all items from refrigerator

### Personal items

- Remove all personal items from building prior to end of rental (or it becomes the property of the City of Farmington)
- Disposal cost for any items left behind will be taken from damage deposit

# Rental Application

Name of applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Will alcohol be served: Y or N                      Birthday of renter, should alcohol be served: \_\_\_\_\_  
 Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ Expected attendance: \_\_\_\_\_  
 Alternate contact name: \_\_\_\_\_ Alternate contact number: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_ Tax Exempt - Tax ID: \_\_\_\_\_

Room	Hourly Fees	Your Fees
Banquet Room Includes Kitchenette	\$400/Minimum 4-hour block with 1 hour set up \$100/per each additional hour	\$ _____ \$ _____
Empire Room	\$85/Minimum 2-hour block with 30 minute set up \$43/per each additional hour	\$ _____ \$ _____
Harry & Louise Ross Room	\$70/Minimum 2-hour block with 30 minute set up \$35/per each additional hour	\$ _____ \$ _____
Nicolai Board Room	\$20/Minimum 4-hour block with 1 hour set up \$10/per each additional hour	\$ _____ \$ _____
Red Slipper Room	\$20/Minimum 4-hour block with 1 hour set up \$10/per each additional hour	\$ _____ \$ _____
<b>Damage Deposit</b>	\$500 Banquet Room \$75 Meeting Room	\$ _____ \$ _____
<b>TOTAL AMOUNT DUE</b>		\$ _____

I have read, understand and agree to abide by the terms and conditions stated on Schedule G and the rental application form. The renting party acknowledges on behalf of him/herself and the rental party's organization or group (participant) use of Farmington's facilities may carry a risk of personal injury. The participants RELEASE AND DISCHARGE the City of Farmington and their agents and employees, from liability for injuries or damages, including any losses CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY of the Released Parties. If renting the Banquet Room I have read the terms and conditions and I agree to adhere to them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete if paying with a credit card:

Name on card (please print): \_\_\_\_\_ Card Billing Address: \_\_\_\_\_

Credit Card # \_\_\_\_\_ CVV/CVS # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Visa    Master Card    (Circle one)

Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Deposit Rec'd: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash or Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Damage Deposit Refunded \_\_\_\_\_ Returned Online or Check Requested \_\_\_\_\_ Date: \_\_\_\_\_

Additional fees incurred?      Yes                      No

If yes, why? \_\_\_\_\_