Springbrook Nature Center Facility Rental Application

Date of Event:		Total Rental Time: (including setup and cleanup)	
		Time of Event:	

Name of Applicant:	
Name of Group/Organization (if applicable):	Non-profit ❑Yes ❑No
Address:	
City/State/Zip:	
Phone Number:	
E-mail Address:	

Alternate Contact:		Alt. Phone Number:	
Intended use of Facility:		Estimated Guest Count:	

Area(s) requested: ❑Amphitheater   ❑Both Indoor **AND** Outdoor areas of Pavilion Activity Center

❑**Outdoor** portion of Pavilion Activity Center only   ❑**Indoor** portion of Pavilion Activity Center only

Set-up Description (Applies to **Indoor** portion of Pavilion Activity Center ONLY):

_____ # of chairs (1-10)   _____ # of tables (1-14 available; dimensions are 5.5ft x 2.5ft)

Applicant agrees to protect, indemnify, save and hold harmless the City of Fridley and its officers and employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of facilities. I affirm that the above statements are true and I further affirm that I have read and understand all polices and information.

This application is not a valid contract until appropriate fees have been received by Springbrook Nature Center and the contract is approved by Nature Center staff. Applicant will be notified when application is approved or denied.

Date:		Signature:	

Submit Completed Application and Payment to:
Springbrook Nature Center, 100 85th Ave. NE, Fridley, MN 55432
Email to: Springbrook@FridleyMN.Gov   **For Questions or Payment by Phone**: (763) 572-3588

FOR OFFICE USE ONLY			
App received on:	Fee total: $	Contract #:	Transaction #:
1st Payment (50%): $	Paid on:	Payment #:	Payment Type:
Damage Deposit: $	Paid on:	Payment #:	Payment Type:
Payment: $	Paid on:	Payment #:	Payment Type:
Payment: $	Paid on:	Payment #:	Payment Type:
❑ Approved ❑ Denied By:		❑ Added to Google Calendar	❑ Paid in Full
If Denied, Reason:			