

SherburneHistory center

APPLICATION FOR SHERBURNE HISTORY CENTER FACILITY USE

Applications are to be submitted to Sherburne History Center, 10775 27th Avenue SE, Becker, MN 55308 at least 14 calendar days prior to the first date requested in order to allow processing time. *Some requests may require additional time for review. If making application as a non-profit group, please supply proof of status with application. Please make checks payable to the Sherburne History Center.* **If you have not received an email confirmation of use of the meeting room within 4-5 business days, call or re-send your application. The room is not reserved until confirmation is received from SHC.**

PLEASE COMPLETE THE FOLLOWING INFORMATION

Renter/Organization Name:	Email:
Event:	Telephone number:

Meeting Information:	
Date Needed:	Event Start Time (including set up):
Number of People Expected:	Event Stop Time (including clean up):
Notes:	

Sherburne History Center Public Hours: Sunday & Monday – closed, Tuesday-Friday 10am-5pm, Saturday 9am-4pm

Renters Responsibilities & Amenities available

- Set up and take down of meeting room (leaving room in the condition found – if mishaps or spills happen please let staff know immediately.
- Entry and exit of guests upon arrival and departure (if prior or opening or after closing of facility)
- If using the kitchen equipment, cleaning and turning off the equipment.

Note: Attached to the meeting room is a kitchen with a Bunn coffee maker. You may use the coffee maker, but you need to supply the coffee and cups. The Bunn coffee maker takes approximately 15 minutes to warm up to brew the coffee.

- See facility use policy for available amenities
- A certificate of liability insurance must be issued by your insurance agent prior to confirmation of use of facility.
 - Liability minimum needs to be \$500,000 per claimant and \$1,500,000 per occurrence (an umbrella with 1,000,000 is acceptable)
 - The policy needs to list Sherburne County and Sherburne County Historical Society as additional covered parties

Sherburne History Center Responsibilities

- The staff at the History Center will place your reserved date on the calendar and email a confirmation of use of the meeting room to secure the date during the times requested.

Renters Agreement

By signing this application, I acknowledge receipt of and agree to follow the Sherburne History Center Facility Use Policy. I understand that all of my deposit or a portion of my deposit may not be returned if these policies are not followed. I authorize the Sherburne History Center and/or Sherburne County to file a claim against my insurance company if the deposit I have given does not cover all damages or cleaning needs required from my use of this facility. I understand I will be the first one in the building and the last one to leave from my group and I must be present during the entire event.

Signature:	Date:
Printed Name:	

Contact Information: SCHS (763)262-4433 Fax: (763) 261-4437 or email sgadbaw@sherburnehistorycenter.org