

This application must be filled out completely by an adult 21 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits must accompany this form prior to the application being approved.

## RENTER INFORMATION (PLEASE PRINT CLEARLY):

### Contact Name

Date

Organization

Address

City

State

Zip

Email

Cell Phone

Work phone

## EVENT INFORMATION:

### Date of Event

Estimated Attendance

Event Title

Room Rental Hours START

END

## ROOMS REQUESTED FOR USE:

Full Plymouth Room	Black Box Theater	Fireside Room
1/2 Plymouth Room	Meeting Room 1	Conference Room 1
A	Meeting Room 2	Conference Room 2
B/C	Meeting Room 3	The Alcove
1/4 Plymouth Room		
B (w/stage)		
C		

## SET UP REQUEST:

Audience Style (chairs only)

Classroom Style (tables and chairs) - *Meeting Rooms only*

Round tables and chairs - *Plymouth Room & Fireside Room only*

**Equipment:** Please see Rental Rates for fees.

TV/DVD (additional fee)

LCD projector w/screen (additional fee)

Wireless Mic (additional fee)

Plymouth Room and Black Box only

Screen only

### Catering and Beverages: (outside food and beverages are not permitted in the PCC or Garden)

Will food be served at this event?    Yes            No            (Must use PCC exclusive food and beverage provider)

Will alcoholic beverages be served?    Yes            No            (Must use PCC exclusive food and beverage provider)

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Creek Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Creek Center, including cancellations 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 is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy For Use of the Plymouth Creek Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

SIGNATURE OF APPLICANT

DATE

Visa/MasterCard/Discover/American Express #

Exp Date

Name on Card

(PCC accepts cash, checks or credit cards. Please make checks payable to the Plymouth Creek Center)

## PLYMOUTH CREEK CENTER

14800 34th Avenue, Plymouth, Minnesota, 55447

763-509-5280 | www.plymouthmn.gov