



**CITY OF TONKA BAY
ROOM RESERVATION FORM**

4901 Manitou Road
Tonka Bay MN 55331
(952) 474-7994 Fax: (952) 474-6538
www.cityoftonkabay.net

CONTACT INFORMATION			
NAME		PHONE	
ADDRESS			
CITY/STATE		ZIP	
E-MAIL			
COMPANY OR ORGANIZATION		PHONE	
ADDRESS			
CITY/STATE		ZIP	

EVENT INFORMATION	
DATE OF EVENT	
TYPE OF EVENT	
TIME OF EVENT	FROM: _____ TO: _____

IMPORTANT RENTAL INFORMATION

- Someone from your organization must be responsible for getting the key from City Hall the day of the event and returning it the following day.
- Chairs must be returned to their original locations, all lights turned off, and the key deposited in night drop following the event or returned the following day.
- Rental rates are \$50 for room rental and \$300 for deposit. The deposit will be returned if the room is in the condition it was in prior to your event.

The undersigned certifies that he/she has authority from the organization reserving the room to bind the organization to the requirements in this form. The applicant/organization shall protect, indemnify, defend and hold the City of Tonka Bay, its officers and employees harmless from any and all liabilities, claims, lawsuits, or rights of action directly or indirectly growing out of the use of the premises covered by this form. In the event the City of Tonka Bay incurs attorneys' fees or costs in the defense of claims under this form, such fees and costs shall be recoverable from the applicant/organization.

Signature

Date: _____

For office use:			
	Room Rental Fee Received		Deposit Received
	Room Inspection Completed		Check Returned