

HOPKINS

Conference & Event services

Facility Reservation Application

Please complete and deliver to: Hopkins Conference & Event Services
Eisenhower Community Center Room #170, 1001 Hwy 7, Hopkins, MN 55305
We will confirm your application within one week.

Name of Group: _____

Billing Address: _____ City: _____ Zip: _____

Contact Person: _____ Email Address: _____

Phone: _____

Activity: _____

Expected Attendance: Adults _____ Children (under 16): _____

Person Supervising Group (if other than contact person): _____

Building Preference: _____ Room Preference: _____

Start Date: _____ End Date: _____

Time Requesting Space: _____ ; _____ ; _____
Load-in/set-up Event Start and End Time Out of space

Room Set-up: (room set-up fees may apply depending on request) _____

Is there food involved with your event? (If yes, please explain.) _____

(Please call 952.988.5307 or email to Glen_Ritter@hopkins.k12.mn.us to inquire about Royal Cuisine catering services.)

AV Equipment Available for Rent: (not all equipment available in all spaces)

- _____ LCD Projector \$20.00/day
- _____ Overhead Projector \$8.00/day
- _____ VCR or DVD/Monitor \$10.00/day
- _____ Corded Microphone \$8.00/day (no extra charge for use of up to 2 microphones in theater space)
- _____ Wireless Microphone \$8.00/day
- _____ Access to Sound booth (IKE Theater and HHS Little Theater) \$35.00/hr for tech support

Room Equipment for Rent/Use: (not all equipment available in all spaces)

- _____ Chalkboard w/ chalk & eraser \$2.00/day
- _____ Easel \$2.00/day
- _____ Piano \$15.00/day in IKE Theater; \$25.00/day in HHS Little Theater; \$100.00/day in Auditorium
- _____ Piano tuning \$80.00-\$100.00 (available upon request)
- _____ Podium \$5.00/day
- _____ Flip Chart w/ markers \$5.00/day
- _____ 4'x8'x6" platform (2 available) \$10.00 each/day

(Tables/Chairs within each space are available for group's use at no extra charge.)

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Processing Fee:

A \$10.00 permit application-processing fee will be assessed at the time of your rental and added to your invoice. If you plan on conducting multiple events in our facilities and would like to minimize the application-processing fee, please process your requests in mass for the entire year.

Permit:

A Facility Use Permit will be issued subject to emergency conditions and restrictions that might later be imposed by events beyond our control. In accepting this permit, the applicant agrees to conform to the rules and regulations as issued by the Board of Education and as explained in the Conference & Event Services Facility Guidelines.

Liability:

The applicant agrees to assume full responsibility for injury to persons and damages to property during the time facilities are used under this agreement. School District 270 provides no insurance coverage extended to third party users.

Insurance:

ALL applicants for use of facilities agree to submit a certificate of insurance confirming general liability coverage at no less than \$300,000 combined single limit and workers compensation/employers liability (where applicable) naming School District 270 as an additional insured. Certificates must be mailed/faxed/emailed directly to the Hopkins Conference & Event Services office at least fourteen (14) days prior to the activity date.

Applicant Signature: _____ **Application Date:** _____

Rental Information

Contact Susan Easton, sales & marketing manager, Hopkins Conference & Event Services

Phone 952.988.4072 Fax 952.988.4147

E-Mail: susan_easton@hopkins.k12.mn.us

Updated 10/18/2010