



Application for Use
of City of Virginia Park Facility

- Name: _____
- If Applicable: Organization: _____
- Address: _____
- City: _____ State: _____ Zip: _____
- Telephone: _____ (primary) _____ (alternate)
- Event Name or Description: _____

Date of Event: _____

Time of Event, including set up and clean up: _____ a.m. p.m. to _____ a.m. p.m. / all day

Will intoxicating beverages be served and/or sold: Yes No

If Intoxicating beverages are available, additional permissions are required. Please contact the City Clerks Office at (218) 748-7500 for more information

If Applicable: Proof of Liquor License or Permit: _____

If Applicable: Certified Law Enforcement Officer: _____

If Applicable: Proof of Liability Insurance _____

If Alcohol to be Sold: Minimum of \$1,000,000 with the city endorsed as an additional insured

If Alcohol to be Served: Proof of homeowner's insurance coverage for invitation-only events

Estimated Attendance: _____

Building Requested: _____ Soroptomist Building _____ Italian American Building

_____ Lions Club _____ Band Pavilion

ACKNOWLEDGEMENT

User agrees that they have received and read Park & Recreation Rental Policy and that user agrees to all terms and conditions in said document.

User

Date

Approved By

Date

Deposit Amount: _____ Paid by CHECK CASH

RECEIVED BY: _____

Rental Fee Amount: _____ Paid by CHECK CASH

RECEIVED DATE: _____