



Rental Request Form

General Information

Full Name:		Organization:		Date:	
Address:		City:	State:	Zip:	
Home Phone: ()		Work Phone: ()		Cell Phone: ()	
E-mail: (Pavilion use only)					
Is your event or activity open to the public?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, Will admission be charged?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will your event be catered?				Will advance tickets be sold?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide Caterers info:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Caterers info:	
Will alcohol be served?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact Pavilion Manager at 952-939-1410	
Are you tax exempt?		If yes, please send your tax exempt letter along with this form to the Hopkins Pavilion.			

Dates & Times

Title of Event:					
Location: (please check all that apply) <input type="checkbox"/> Ice <input type="checkbox"/> Turf <input type="checkbox"/> Dry Floor <input type="checkbox"/> Room 201 <input type="checkbox"/> Room 202 <input type="checkbox"/> Room 203A <input type="checkbox"/> Room 203B <input type="checkbox"/> Room 203A/B (multi-purpose) <input type="checkbox"/> Conference Room <input type="checkbox"/> Concessions	Date(s)	Set up	Event Time	Clean up	#of People
	Details:				

Set up Requests (required for room rentals):

Rectangular Meeting
 Classroom
 Reception/Dining
 U-Shape meeting
 Lecture
 Party/Small Group

Extras

Please check any of the below needed for your event:

<input type="checkbox"/> Television with VCR/DVD	No Charge	<input type="checkbox"/> Food Warmer	\$10/day
<input type="checkbox"/> Multi-media Projector	\$5/hour	<input type="checkbox"/> Refrigerator	\$10/day
<input type="checkbox"/> Flip Chart with Paper	\$5/day	<input type="checkbox"/> Extra Staff	\$50/hour
<input type="checkbox"/> Display Easels	\$3/day		

Thank You!

We will process your request and get back to you with a schedule and contract as soon as possible. If everything is correct then we will need the signed contract along with payment or a credit card to secure your reservation. Thank You!

11000 Excelsior Boulevard, Hopkins, MN 55343
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www.hopkinspavilion.com