

**Application for Use
of Greenhouse Facility**

1. Name: _____
2. If Applicable: Organization: _____
3. Address: _____
4. City: _____ State: _____ Zip: _____
5. Telephone: _____ (primary) _____ (alternate)
6. Event Name or Description: _____

7. Date of Event: _____
8. Time of Event, including set up and clean up: _____ a.m.; p.m. to _____ a.m.; p.m. / all day
9. 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 \$500,000 to \$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
10. Estimated Attendance: _____

ACKNOWLEDGEMENT

User agrees that they have received and read Rules and Regulations for Rental of Greenhouse and that user agrees to all terms and conditions in said document.

User Representative

Date

Approved By

Date

CITY OF VIRGINIA & FRIENDS OF THE GREENHOUSE
RULES AND REGULATIONS FOR RENTAL OF GREENHOUSE

- *Application for Use* must be filled out prior to use.
- Those seeking the use of intoxicating beverages are required to contact the City Clerk's Office at least 45 days in advance to allow for timely correspondence with Liquor Control. A Certificate of Insurance will be required to verify homeowner's insurance coverage for liability purposes if alcohol is served at invitation-only events. If alcohol is to be sold, liquor liability insurance shall be required.
- Key pickup must be scheduled with the Friends of the Greenhouse at least one day before the event.
- No smoking is allowed in the building.
- Heating and cooling are regulated by Friends of the Greenhouse and shall not be tampered with by user.
- Set up of tables and chairs are the responsibility of the user. Greenhouse currently has fifty (50) white folding chairs and three (3) oblong tables for use by user.
- The User agrees to pay the City for any physical damage to the Greenhouse or its contents during the Event. The User also agrees to replace or pay the cost of replacement for any missing items.
- User agrees to remain in the portion of Greenhouse designated as available to use. Extreme care will be taken with any items or objects in the Greenhouse.
- User shall assume full responsibility for the group's conduct and/or the conduct of any member or guest of the group, and for any damage to the facilities, buildings, or equipment.
- Indemnification.
 - The User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Greenhouse by the User or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.
 - The User shall defend, indemnify and hold harmless the Friends of the Greenhouse (FrOG) and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the FrOG or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Greenhouse by the User or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the FrOG or its officers, employees or agents.
- Waiver and Assumption of Risk. The User knows, understands and acknowledges the risks and hazards associated with using the Greenhouse and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Greenhouse and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability.
- Any questions or concerns about the use of facility and/or rental, please contact:

Friends of the Greenhouse
Email: greenhousefriends@gmail.com
Phone: (218) 404-5017