



Rental Request Form

General Information

Full Name:		Organization:		Date:	
Address:		City:	State:	Zip:	
Home Phone: ()		Work Phone: ()		Cell Phone: ()	
<small>(Pavilion use only)</small>					
E-mail:					
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?		Caterers info:		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"/>		
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"/> Lecture Podium	No Charge
<input type="checkbox"/> Coat Rack	No Charge	<input type="checkbox"/> Overhead Projector	\$5
<input type="checkbox"/> Multi-media Projector	\$20	<input type="checkbox"/> Flip Chart with Paper	\$5
<input type="checkbox"/> Display Easels	\$3/ each	<input type="checkbox"/> Food Warmer	\$10
<input type="checkbox"/> Refrigerator	\$10	<input type="checkbox"/> Extra Staff	\$50/ hour

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