



**BIRCHWOOD
CHAPEL
RESERVATION FORM**

**Ojiketa Regional
Park**

27500 Kirby Ave.
Chisago City, MN 55013

~ Office ~

City of Chisago City
PO Box 611, 10625 Railroad Ave.
Chisago City, MN 55013
Office: (651) 257-4162
Fax: (651) 257-0695

Copy to:

Renters _____
City Hall _____

This rental includes the Spruce cabin for a bridal waiting room.

Please note that the chapel is not heated or available in winter months.

STORM SHELTER IS STROM HALL BASEMENT

~SMOKING IS PROHIBITED~

To begin your reservation for Birchwood Chapel please print clearly or type on the form. The agreement shall be reviewed and completed by Chisago City Administration.

Renters Name: _____ # of Guests: _____
Street: _____
City/MN/Zip: _____
Phone: _____ Email: _____

Event:	_____	
Event Date:	_____	
Event Time:	From: Friday 3:00pm Date _____	To: Sunday 11:00am Date _____

Payment Conditions
Please find below my credit card details as booking guarantee. Be authorized to use the credit card here below to balance the cost connected to the reservation or possible penalty.
Name as it appears on card: _____
_____ VISA _____ Master Card _____ Discover Security Code: _____
Number _____ Expiration date: _____

To reserve a date, a deposit of 50% of rental fee (non-refundable) is required and will be applied toward the rental fee Plus a \$200.00 (refundable) damage deposit is required.

My rental is for the date(s) and times specified above only.

FEES: For Office Use Only	
Chapel Rental Amount:	\$ _____
Chisago City Resident discount 10%	\$ _____
Total	\$ _____
+ Tax @ 7.375% =	\$ _____
Total due:	\$ _____
Reservation Deposit ½ (non-refundable):	\$ _____
Damage Deposit Amount \$200.00	\$ _____
Total due to reserve Receipt # _____	\$ _____
Remaining Balance Due-Receipt # _____	\$ _____

Changing a date shall be treated as a cancellation and the reserve deposit forfeited.
I understand and agree to the rental agreement.

_____	_____
Renter's Signature	Date
_____	_____
City Official's Signature	Date

Decorating: **3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE** are the **only** products allowed for decorating. No confetti, rice, string streamers, nails or tacks. Expenses incurred by damage caused by decorating will be deducted from your deposit. Nothing hung from ceiling or lights.

Deposit: Deposits must be paid before the facility can be held for reservations. Checks for the deposit will be cashed immediately. After the event, any damage and/or clean-up cost remaining will be deducted from the deposit. The clean-up deductions will be based on whether or not the clean-up after my event was satisfactory. This will be determined by the caretaker. I will notify Chisago City staff of any damages accrued during my rental of the Ojiketa building. Damages may include, but are not limited to: damage done to the facility, equipment, or any City property. The full amount or the remaining amount of my deposit will be sent to the address listed above.

Seating: Benches and chairs will be provided for the chapel. The renter is responsible for arranging benches and chairs for their event. Benches and chairs shall **not** be removed from the building. Removing furnishings from the building will affect your deposit refund.

Music: No music is to be played after 12:00 midnight.

Keys: All fees must be paid prior to receiving any keys. The City of Chisago City is trusting me with the key to the building. I will come to Chisago City Hall to pick up the key the day of the my reservation. I agree to return the building key to Chisago City Hall. The key must be returned the following business day after my event. If the key is not returned on the following business day, \$25.00 will be deducted from my deposit for each business day that the key is not returned. I will be responsible for the cost of the locks at the Ojiketa building being changed if the key is not returned. If the key is damaged, I will be responsible for the cost to replace the key. These costs will be taken from my deposit and may exceed the cost of my deposit, in which case I will be billed.

Locking the Chapel: I am responsible for locking up the entire building after my event. I will be responsible for any damage or vandalism done to the building as a direct result of my negligence to lock up the facility. The building is to be closed and locked by 1:00 a.m. if renting for a night event.

Candles: May be used but must be in non-flammable containers.

Absolutely **NO** discharge of fireworks in the park.

Sub-lease: At no time may the renter enter into a sub-lease agreement for the term of this contract.

IN THE EVENT OF AN EMERGENCY PLEASE CALL 651-706-3466.

<u>Renter's Additional Responsibilities For Clean Up</u>		<u>Ojiketa Caretaker Checklist (see bottom of page)</u>		
1.	Decorations taken down/complied w/agrmnt	Satisfactory	<input type="checkbox"/>	Unsatisfactory
2.	All floors swept	Satisfactory	<input type="checkbox"/>	Unsatisfactory
3.	All lights turned off	Satisfactory	<input type="checkbox"/>	Unsatisfactory
4.	Benches and chairs left in place	Satisfactory	<input type="checkbox"/>	Unsatisfactory
5.	All doors locked	Satisfactory	<input type="checkbox"/>	Unsatisfactory

I have read and understand this rental agreement	(Initial)
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*Caretakers' responsibilities: Inspect the Ojiketa building after each event. Use the checklist above to determine if the renter did each job satisfactorily or unsatisfactorily. If any boxes are checked unsatisfactory, please include a recommendation for the reduction of the refund. Notify Chisago City Hall of any damage accrued. **Inventory the benches and chairs** (notify City Hall of any damages or missing property). See cleaning contract for complete list of duties. Please complete and return this form to Chisago City Hall within three days. Thank You!