

CHARLES THOMPSON MEMORIAL HALL FACILITY RENTAL APPLICATION & AGREEMENT

1824 Marshall Ave., St Paul, MN 55104

651-964-1396 (Office VP)

www.CharlesThompsonHall.org - manager@charlesthompsonhall.org



Purpose of event/function:			
<input type="radio"/> Single event <input type="radio"/> Multiple days/nights		Date(s):	
Set-Up Time:	Event Time:	End Time:	Wrap-up Time:
Event Type: <input type="radio"/> Private <input type="radio"/> Public	Estimated Attendance:	Will this be a fundraising event?: <i>If yes, what purpose:</i>	
Organization/Company:			
Contact Name:			
Address:			
City:		State:	Zip:
VP or Text:		Email:	

The rental of the facility is handled through the CTH's House Committee. Organizations, businesses, and individuals wishing to rent the facility are required to obtain and sign a Facility Rental Agreement with details of the event and submit the appropriate deposit and final payment. All rooms required a deposit to guarantee room reservation, and also must contact ten days prior to cancel the reservation on your date or lose the deposit.

CLEANING, TRASH, AND EQUIPMENT REMOVAL

The room will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following your event.

DEPOSIT AND CANCELLATION POLICIES

Cancel 10 days or less prior to arrival, you lose the deposit.

If the event runs before the start or end time stated it will be billed for prorated hours of use. A cleaning fee will be deducted from your reservation deposit if the room is not to satisfaction. All trash items must be placed in the garbage and taken to the dumpster at the end of the event. All renters are held liable for any damage to property while on-premises.

All caterers operating businesses must be licensed with the MN Dept. of Health. For outdoor activities, it is your responsibility to check with the City of St Paul for permit approval. We are not responsible for city permits or health department violations that occurred at your event. Rental fees must be paid in **full five (5) days prior** to the event.

Thompson Hall House Committee staff are not responsible for obtaining city permits or any forms of violation that occurred during your event.

RATES			Amount
Auditorium	\$85	Per 4 hours (Requires \$50 Damage Deposit)	
Dining Room (with fridge only)	\$40	Per 4 hours (Requires \$50 Damage Deposit)	
Kitchen/Dining Room	\$60	Per 4 hours (Requires \$50 Damage Deposit)	
Card Room	\$25	Per 4 hours (Requires \$50 Damage Deposit)	
Bar Area	\$20	Per 4 hours (Requires \$50 Damage Deposit)	
Reception (Tea) Room	\$30	Per 4 hours (Requires \$50 Damage Deposit)	
Exhibit Booth	\$30	<i>4-hour booth at any space</i>	
Projector	\$20	Per event	
Hire Servers	\$25	If need to have the bar open before club hours	
Warm Buffet Table	\$10	To keep your food warm	
Ice Portable Table	\$5	To keep your food cold - bring your own ice	
Whole Building	\$300	Per 4 hours (Requires \$100 Damage Deposit)	
Damage/Cleaning Deposit	\$50	reservation /damage deposit due at signing	
Tables (charge 1 table each)	\$10	Per event	
Chairs (charge 1 chair each)	\$1	Per event	
DJ Music equipments	\$150	Per event (Requires \$300 Damage Deposit)	

(for more hours, contact business manager) **Balance due before the event**

By signing below you acknowledge the agreement to the terms and conditions provided, as well as the above space rental agreement.

RENTERS SIGNATURES:_____ DATE:_____

The deposit check should be made to **Charles Thompson Memorial Hall**.

Please return the completed form via email: accounts@charlesthompsonhall.org

Please type **Reservation Form_Name** in the subject line.

Or via snail mail:

Charles Thompson Hall c/o Business Manager
1824 Marshall Ave. St. Paul Minnesota 55104