

CHARLES THOMPSON MEMORIAL HALL

FACILITY RENTAL APPLICATION & AGREEMENT

1824 Marshall Ave., St Paul, MN 55104

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? If yes, what purpose?	
Person / 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 requires 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 form of violations that may have occurred during your event.

RATES – Some event rates can be negotiated with events manager			AMOUNT
2 nd Floor Auditorium	\$85	Per 4 hours (Requires \$50 Damage Deposit)	
1 st Floor Dining Room (with fridge)	\$40	Per 4 hours (Requires \$50 Damage Deposit)	
1 st Floor Kitchen and Dining Room	\$60	Per 4 hours (Requires \$50 Damage Deposit)	
1 st Floor Reception (Tea) Room	\$30	Per 4 hours (Requires \$50 Damage Deposit)	
Basement Pub Area	\$30	Per 4 hours (Requires \$50 Damage Deposit)	
Returnable Deposit	\$50	Added Damage/Cleaning Deposit	
Whole Building	\$300	Per 4 hours (Requires \$100 Damage Deposit)	
Returnable Deposit	\$100	Added Damage/Cleaning Deposit	
Exhibit Booth	\$30	4-hour booth at any space	
Projector	\$20	Per event	
Hire Extra Servers or For off hours	\$25 each	If need to have the bar open outside club hours	
Warm Buffet Table	\$10	To keep your food warm	
Ice Portable Table	\$5	To keep your food cold - bring your own ice	
Tables (charge for 1 table each)	\$10	To use outside building (Bring to park or home)	
Chairs (charge for 1 chair each)	\$1	To use outside building (Bring to park or home)	
DJ Music equipment	\$150	Per event (Requires \$300 Damage Deposit)	
(for questions or information, contact events manager: manager@charlesthompsonhall.org)		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 and payments should be made out to **Charles Thompson Memorial Hall** or payable electronically via Zelle to accounts@charlesthompsonhall.org.

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

Please type **Reservation For...[Your Name]** in the subject line.

Or via snail mail:

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