

MINNEAPOLIS PARK & RECREATION BOARD ICE, TURF AND ROOM REQUEST AND RENTAL AGREEMENT

CUSTOMER INFORMATION

New customer—did not reserve time last winter
 Returning customer—did reserve time last winter

Is the organization a 501(c) (3)? No Yes → Please attach current verification of 501(c) (3) status

Name of organization (if applicable) _____

Name of applicant _____ Title _____

Email _____ Preferred phone _____ Alternate phone _____

Street address _____ Apt/Unit/Suite _____

City _____ State _____ Zip code _____

TERMS AND CONDITIONS

This agreement, issued by The Minneapolis Park and Recreation Board, 2117 West River Rd. Minneapolis, MN 55411, hereinafter referred to as "MPRB" and issued to customer, hereinafter referred to as "Lessee" and is valid for all time rented.

REPRESENTATIVES/LIASONS

In order for the Ice Arena Manager to effectively serve Lessee, all organizations/groups are asked to elect no more than five authorized representatives to serve as liaisons between MPRB and their group. All communications, requests for time additions, transfers and all other requests between the group and MPRB should, always, be channeled through each group's representatives. Please contact us if you require more than five authorized representatives.

Authorized Representative(s) (please print clearly)

	Name	Title	Phone	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

TREASURER/BILLING CONTACT

Name	Title	Phone	Email
_____	_____	_____	_____

FEES

Parade Ice Garden • 600 Kenwood Parkway • Minneapolis, MN 55403 • 612-370-4904
Northeast Ice Arena • 1306 Central Avenue Northeast • Minneapolis, MN 55413 • 612-370-4942

All groups/organizations/individuals renting time shall be charged the applicable rate approved by the MPRB Board of Commissioners.

PAYMENTS

Invoices will be sent to the lessee 30 days prior to the quarter ending. Payment of invoice is due on or before the last day of the quarter. Lessee agrees that reservations made constitutes an obligation of Lessee to pay balance of fees. Additional reservations made after current payment date has passed will be added to the upcoming reservation payment date. There is no penalty for prepayment.

PAYMENT TYPES

Checks, cash, money orders and cashier's checks, Visa, MasterCard, American Express or Discover credit cards are accepted.

LATE FEE/NON- PAYMENT

Payments not received by the due date will be assessed a \$25 late fee. Lessees with past due payments will be notified in writing on the next billing statement that the account must be paid in 10 days so that the Lessee can continue use of an MPRB facility. Lessees with outstanding fees greater than 30 days past due will be barred from accessing a MPRB facility until past due payments are paid in full. Lessees with a documented history of poor payment will have their time request(s) reviewed and may either be pre-empted by other groups and/or have their current requested time allotment reduced or cancelled.

CANCELLATIONS

Any cancellations made before 30 days of reservation is eligible for a full refund. The Lessee will be responsible for the full fee if the cancellation is less than 30 days before the reservation.

48 HOUR NOTICE

Reservations must be made at least 48 hours prior to the requested date.

SCHEDULING EFFICIENCIES

Lessee has 7 days to accept or reject tentative schedule time provided by MPRB and acknowledges that no response constitutes acceptance of the schedule. MPRB reserves the right to adjust start times to allow for scheduling and operational efficiencies.

NSF FEE

All returned checks will be assessed a \$30 non-sufficient funds fee.

NON-TAX AGENCIES

Pursuant to MN State Sales Tax Law requires any organization claiming tax exemption to provide a signed and dated MN ST-3. No personal checks will be accepted for non-tax status payments.

INDEMNIFICATION

Lessee shall defend, indemnify and hold harmless the MPRB against all actions, claims, demands, liabilities, injuries and damages, whether to persons or property or both, which may be imposed upon or incurred by the MPRB because of, or arising out of, any act, default or omission on the part of the Lessee in connections with the activity which the Lessee is conducting.

STAFF

All employees of Lessee, whether paid or volunteers, full-time or part-time, shall be employees of the Lessee and shall not be employees of the MPRB.

DAMAGE OR DESTRUCTION OF PREMISES

In the event the premises are destroyed or becomes damaged to the extent that they are not fit for the use, time reserved will be terminated. In the event of such termination, the MPRB shall refund to the Lessee all sums, heretofore, paid by the Lessee for the time that has been terminated. It is expressly understood between the parties that the MPRB shall only be liable for refunding fees paid, and shall have no liability to the Lessee for any other costs, expenses, lost profits or any other claims which the Lessee may have incurred or anticipated.

REPAIRS TO PREMISES

The Lessee accepts responsibility for repair of any and all damage to the premises resulting from acts associated with their usage or event. The Lessee shall have the option of performing any repairs to the specifications of the MPRB or pay MPRB the actual cost of the repairs. Settlement of all repair obligations shall be accomplished within one week of the duration of event.

GENERAL PROVISIONS

Permittee agrees that the aforesaid time is made available pursuant to any rules and regulations governing the operation of arenas adopted by the Minneapolis Park and Recreation Board of Commissioners.

CONDUCT

Persons under the influence of intoxicating liquor or narcotic drugs shall not enter, be or remain in or on facility premises, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in any indoor or outdoor MPRB facilities.

SCHEDULING COMMUNICATIONS

Written documentation is required. We ask that you communicate all ice scheduling requests, changes and additions through email in order to ensure we have a documented trail to follow which will help us minimize mistakes in scheduling.

IMPORTANT CONTACTS

Rental Request for Arenas: 612.370.4904 arenas@minneapolisparks.org

Arena Manager: Emily Wolfe 612.370.4868 ewolfe@minneapolisparks.org

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ACTIVITY TYPE

Baseball Hockey Soccer
 Broomball Lacrosse Other _____
 Figure skating Skippyball

RESERVATION REQUEST

First choice rink location Date(s)

Second choice rink location Date(s)

Actual rental times (including warmup)

Start time End time

Additional Information Required: If you are requesting multiple dates and times includes multiple days and/or varying times, please attach a separate sheet.

ACCEPTANCE BY LESSEE

I, _____, representing _____
(Print name) (Print group name)

have read and agree to the Terms and Conditions contained herein, and hereby warrant and represent I execute this rental agreement on behalf of the Lessee and have sufficient power, authority and capacity to bind the Lessee with my signature and agree to pay the fees and to ensure compliance with the Terms and Conditions contained herein.

Signature Date

Title

Ice Arena Fees

Description	Fee
North, South and NE Rink winter rates (9/1-4/30) Prime Time (3-10pm)	\$205+tax
North, South and NE Rink winter rates (9/1-4/30) Non-Prime Time (6am-3pm)	\$175+tax
North and South Rink summer rates (5/1-8/31)	\$175+tax
Studio Rink	\$85+tax
Turf	\$80 + tax
Parade Small meeting room	\$15/hour + tax
NE Large meeting room	\$25/hour + tax
NE Small meeting room	\$15/hour + tax
Late payment fee	\$25
Percentage of revenue (tickets, merchandise sales etc.)	10-20% of gross sales
Police staff	\$25-95 per hour
Display vehicle	\$1,000 per vehicle
Clean up and damage deposit	\$500
Staffing (attendance, clean up, outside of business hours, min. of 2 hours etc.)	\$20/hour
Video filming	\$250-\$1,000
Still photos	\$45-\$300
Tent Rental Fee	\$75-\$10,5000

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