



240 HARRISON STREET, STE 3  
RED WING, MN 55066  
651.327.2220

# FACILITY USE APPLICATION

ORGANIZATION: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_

ROOM REQUESTED / FEE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS (city/state/zip): \_\_\_\_\_

PHONE: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

EMAIL: \_\_\_\_\_

NUMBER ATTENDING: \_\_\_\_\_ IS THE ORGANIZATION NON-PROFIT?  YES  NO

REFRESHMENTS SERVED?  YES  NO

REQUESTED MEETING ROOM SET-UP  YES  NO

*\*please note: if special setup is required an additional fee of \$25 may be added*

WHAT TYPE OF REFRESHMENTS? \_\_\_\_\_

NEED AUDIO/VISUAL EQUIPMENT?  YES  NO

IF YES, DESCRIBE WHAT IS NEEDED \_\_\_\_\_

TABLE LINENS REQUESTED (additional charge \$5.00 per tablecloth)  YES  NO

SPECIAL REQUESTS: \_\_\_\_\_

FEE PAYMENT TYPE:  CASH  CHECK  MASTERCARD  VISA

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

*By my signature below, I release the Pottery Museum of Red Wing/ RWCS Foundation from any and all liability that may occur as a result of this facility rental. I agree to all terms and conditions stated in the Guidelines for Rental.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR MUSEUM STAFF ONLY

Approved by Pottery Museum of Red Wing Date: \_\_\_\_\_ By \_\_\_\_\_

Is the reservation on the Museum Calendar? Date: \_\_\_\_\_ Room: \_\_\_\_\_

Rental fee received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Cleaning fee received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Damage deposit of \$ 100 received

YES  NO Date: \_\_\_\_\_

Special setup required \$25.00  YES  NO Date: \_\_\_\_\_

Cancellation notice: Date: \_\_\_\_\_ By \_\_\_\_\_

Refund minus 20%: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

(see item #8 under Guidelines)

# GUIDELINES FOR RENTAL OF POTTERY MUSEUM OF RED WING MEETING ROOMS

The POTTERY MUSEUM OF RED WING has meeting rooms available for use for a fee on a first come, first served basis. The POTTERY MUSEUM OF RED WING / RED WING COLLECTORS SOCIETY FOUNDATION does not support or endorse, nor censure or reject the viewpoints expressed by users of the facilities.

1. Meeting rooms may be used for educational, cultural, civic and personal events.
2. Any advertising for the event (posters, newspaper, television or radio advertising or internet posts including all social media) must include the following statement:  
“NOT A POTTERY MUSEUM OF RED WING / RED WING COLLECTORS SOCIETY FOUNDATION SPONSORED EVENT”
3. If the room is not restored to its original state and/or is left unclean, further charges may be applied and/or requests for future meetings may be denied. The entire Pottery Place Annex is a SMOKE-FREE facility.
4. Due to fire marshal regulations, the capacities of the meeting rooms are limited in occupancy. These regulations will be strictly enforced.
5. Food served must remain in the designated areas. A \$50.00 cleaning fee will be charged for catered meals. The sponsoring organization will be billed.
6. Alcoholic beverages may be allowed with the appropriate permits or licenses, properly trained servers and accompanying insurance coverage with Pottery Museum of Red Wing as an additional insured. The sponsoring organization or host may be required to provide security at its own expense if alcoholic beverages will be available.
7. Pottery Museum of Red Wing / Red Wing Collectors Society Foundation requires a written application that includes the date, hours, number of guests, and appropriate fees. The sponsoring organization is responsible for any licenses (food, beverage, etc.) that may be required and assumes all liability for the actions of their guests. Return of the signed form with fees will stand as confirmation of the event reservation.
8. Payment is due on submission of the application. Checks (made payable to Pottery Museum of Red Wing), cash or credit cards are accepted. The Pottery Museum requires 72 hours notice if it is necessary to cancel the use. Refunds (minus a 20% non-refundable registration fee) will be made with the above notice. Fees submitted by groups that do not provide the required cancellation notice and do not use the facility (“no-shows”) will not be refunded.
9. A representative of the sponsoring organization or individual host must be present at all times during the event. The sponsoring organization/individual host assumes responsibility for any and all expenses related to the event and for any and all damages that occur as a result of the event. Pottery Museum of Red Wing may require a Certificate of Insurance as an additional insured prior to the confirmation of space rental and/or a deposit against damages.
10. Set up for an event may begin at the discretion and convenience of the Museum staff at any time prior to the event and in every case shall not interfere with the Pottery Museum’s normal activities. A representative of the sponsoring organization/individual must be present for any deliveries for the event and prior to the arrival of any other personnel related to the event. All equipment must be removed within two (2) hours of the scheduled end of the event. No equipment or other materials may be stored on the Pottery Museum’s premises either before or after the event. No event may conclude later than 10:00 p.m.
11. **IN CASE OF FIRE:** If the Pottery Museum’s fire alarm is activated, all occupants must exit the building. Groups are responsible for the evacuation of meeting attendees.
12. These guidelines may be changed without prior notification. Any exceptions must be approved by the Pottery Museum Manager.

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