



Washington County Historic Courthouse
Facility Use Request
101 Pine Street West
Stillwater, MN 55082
Parks Division

historiccourthouse@co.washington.mn.us
(651) 275-7075

Group/Agency _____ Date of Event _____
 Contact Name _____ Time IN _____
 Address _____ Event Start _____
 Email _____ Time OUT _____
 Phone _____ Est. Attendance _____
 Event Description _____

Facility Requested: Courtroom North Lobby Meeting Room Register of Deeds Meeting Room
 Public Hours are (M-Fr) 9a-4pm (Sat-Sun) 10am-4pm, After Hours availability is 4pm-10pm. Rates are per hour. Minimum rental of 3 hours after 4pm.

Rental Fees	Rate
<input type="checkbox"/> Courtroom – During Public Hours	\$60
<input type="checkbox"/> Courtroom – After Hours 4pm-10pm	\$150
<input type="checkbox"/> North Lobby Meeting Room – During Public Hours	\$25
<input type="checkbox"/> North Lobby Meeting Room – After Hours	\$30
<input type="checkbox"/> Register of Deeds Meeting Room – During Public Hours	\$30
<input type="checkbox"/> Register of Deeds Meeting Room – After Hours	\$30

Additional Fees (please check all that apply)	Rate*
<input type="checkbox"/> Refundable Kitchen Cleaning Fee	\$100
<input type="checkbox"/> Alcohol Fee	\$100
<input type="checkbox"/> Historic Jail Access (2 hour block)	\$100
<input type="checkbox"/> Custom Room Set Up	\$25

*plus sales tax.

Amenities Requested: Kitchen Courtyard Sound system (indoors only) Historic Jail Access

Will any fees be charged to participants or vendors?* Yes No
 Will alcohol be served?* Yes No
 Will food be served? Yes No Details: _____
 Amplified sound or announcements? Yes No Details: _____
 Request to place signage? Yes No Details: _____
 Use of tents or structures? Yes No Size: _____ (restrictions apply)
 Outside equipment brought in?* Yes No Details: _____

Maps: If applicable, please include a site map of your proposed event and/or route within the park.
 Maps can be obtained by contacting Parks staff.

***Insurance:**

- May be required for events with certain criteria. Certificate of Insurance must be on file at least 2 weeks before event. See Insurance Coverage for Special Events form.

Payment, Refunds and Cancellation:

- Full payment is due upon reservation.
- 30-day notice is required by the renter to be reimbursed for a cancellation. No refunds for no shows.
- The Premises must be left in as good a condition as received, normal wear and tear accepted. In addition to the fee set forth above, a kitchen cleaning fee of \$100.00 shall be paid on the date the balance of the fee is due. The



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kitchen cleaning fee will be refunded in total or in part after both parties agree that all conditions of this agreement have been satisfied. If damages exceed the amount of the cleaning fee, additional charges shall be assessed.

- Washington County reserves the right to cancel this agreement due to unforeseen circumstances, with no liability. If enacted, a refund will be issued.

I understand there may be special permit fees and insurance required depending on details of the event/rental. I understand that the request will be reviewed by the Parks staff/licensor. I have read the facility rules and policies, payment/refunds/cancellation and insurance coverage for special events form. I agree to follow current Park Ordinance.

I, the undersigned, agree to indemnify, defend, and hold harmless the County, its officers, employees, and agents for any and all claims arising out of renters use of the location rented under this Agreement, including any operations of the Renter. No other provision of this Agreement shall serve to limit in any way the obligations of the Renter to indemnify and defend the County under this clause. Nothing herein is intended to waive any provisions of Minnesota Statute Chapter 466.

Signature of Main Contact/Licensee

Date

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Office Use only

Use Permit # (if applicable): _____ Insurance Certificate: Fee: _____ Notes: _____

Facility Rules and Policies

Alcohol

- Beer and wine service only, no kegs. Insurance and Sheriff's Deputy at hourly rate required.
- Deputies must be present from start of alcohol service to the end of the event.
- Subject to the use of Deputies at Washington County Parks' discretion. 4-hour minimum for Deputies.
- The main contact for the rental must provide the alcohol and is responsible for adhering to regulations.
- No compensation may be exchanged and service is only to persons attending the rental event.
- Service must cease no less than 30 minutes prior to the conclusion of the rental end time.

General Rules

- Room setup can be arranged with staff. Alterations at time of event are responsibility of the renter.
- Washington County is not responsible for items lost, stolen or left behind.
- Reservations should be requested at least 2 weeks in advance of rental date.
- Rentals outside of normal operating hours are by request.
- All rentals are to include setup, event and takedown time in the total rental time period. No early entry.
- Smoking is prohibited in the building.
- Renters should bring their own equipment (HDMI cable, AUX cable, food service items, etc.)
- The renter is responsible for the condition of the area used and for the supervision of participants.
- Renter must leave the facility in the condition it was found.
- Storing equipment before or after the rental is not permitted.
- Food and beverage may be brought in by the renter or a licensed caterer. No on site cooking/grilling.
- Renter agrees to not permit the use of the Premises by more than 200 persons at any one time.
- Rental must conclude at the pre-arranged time to avoid additional fees for the deputy and building.

Decorations

- Permitted within guidelines or by permission only. Failure to follow will result in fees.
- Pads must remain on the Judge's bench and two attorney's tables to ensure they are protected.
- The grounds are equipped with an in-ground sprinkling system which may be punctured by signs, poles, posts, etc.
Encouraged: Free standing items, flameless candles, suction cups, pipe cleaners, center pieces, balloons, signage on easels.
Prohibited: Tape, glue, staples, nails, tacks, open flames, candles, glitter, confetti, sand, silly string, rice, flower petals, adhered items or hooks on walls/ceilings/fixtures.

Facility Descriptions

Courtroom: This stately space is ideal for social events, meetings, seminars, and entertainment events.

Amenities: Food service kitchen for licensed offsite catering, large wall-mounted projection screen (projector not provided), sound system including speakers and wireless handheld microphone upon request, lectern, wifi, chairs for up to 175 auditorium style setup, 16-5' round tables, 6-8' long rectangle tables, 6-6' long rectangle tables, 2-9' (108"x41") Attorney tables (these must be used in your set-up), 1-6' tier bar table, 8-30" round cabaret tables (adjustable height)

Register of Deeds: Highlights of this meeting space include tall windows and a vaulted ceiling, making the space a light and comfortable setting for small group sessions or more intimate meetings of up to 15 people. This room also features rotating exhibits.

Amenities: Wifi, 15 padded chairs, 2-8' long rectangle tables, 2-6' long rectangle tables, 6-30" round cabaret tables (adjustable height), 40" monitor with DVD player available for rent

North Lobby: A beautiful cherry conference table tucked under the elegant butternut staircase is the centerpiece of this space. The room is light and airy, open to the courtroom above. Perfect for small informal meetings.

Amenities: Wifi, 10 padded office chairs, 1-12' long rectangle table, 40" monitor with DVD player available for rent

Rental Hours: 9am-10pm or by special request.

Insurance Coverage For Special Events

Insurance: Insurance may be required for events including, but not limited to; music, dancing, food/beverage service, and/or events involving the addition or removal of furniture or equipment from outside the building. Staff reserves the right to make the final determination on the need for insurance; based on the individual event. If required, the client must provide the Washington County Parks with proof of insurance two weeks (14 days) prior to the event. **The event may not take place until proof of insurance is received.**

- The insurance policy must be in the name of the person signing the lease agreement with Washington County.
- We require Bodily Injury & Property Damage Liability with a minimum of \$500,000 per claimant and a minimum of \$1,000,000 single occurrence.
- Please list the Washington County as a **"Certificate Holder"** through the date of the event. Do NOT list the Washington County as "Additional Insured."

Washington County
14949 62nd Street N
Stillwater, MN 55082

We recommend you contact your insurance agent to determine the amount of coverage you need to protect you and your assets. Acquiring appropriate insurance for your event protects you against claims and ensures you are covered in the event of an accident. If you have questions about our insurance requirements, please contact staff at (651)-275-7075. Your agent may e-mail proof of insurance to historiccourthouse@co.washington.mn.us.