



# PICNIC TABLE RESERVATION FORM

Name of Group or Individual: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (Wk) \_\_\_\_\_ (Hm) \_\_\_\_\_

Pick Up date: \_\_\_\_\_ Return date: \_\_\_\_\_

Number of tables: \_\_\_\_\_ x \$10.00/table = \_\_\_\_\_ x day(s) \_\_\_\_\_ = Total Fee \_\_\_\_\_

Location of event: \_\_\_\_\_

### **Important Rules to Know:**

1. Reservations must be made at least one week in advance of the event date.
2. To secure a reservation, the reservation form, fee and **damage deposit (\$100.00)** must be received in the Engineering Division office at City Hall within 7 business days after reservation is placed. Make checks payable to: City of Northfield.
3. It is the responsibility of the renter to pick up and return tables from the City's Maintenance Facility at 1710 Riverview Drive on the dates listed above. Business hours are Monday – Friday 8:00 am – 12:00 noon, 1:00 pm – 5:00 pm. Failure to return tables on return date will result in additional rental charges equal to a total days rental for each day tables are late.
4. City of Northfield staff will inspect tables upon return for cleanliness and condition.
5. Bring this form with you on the day of your rental as proof that you have rented the tables.
6. The damage deposit will be destroyed upon receipt of an acceptable inspection report unless otherwise noted.

I, the undersigned, hereby agree to release and discharge the City of Northfield, its agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments and executions. This release includes all claims that I, or the group renting the picnic tables, may have against the City of Northfield for all personal injuries, death or property damage that may arise out of the rental and use of the City of Northfield's picnic tables.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **FOR DEPARTMENT USE ONLY**

Payment: Cash or Check# \_\_\_\_\_ Amount: \_\_\_\_\_ Damage Deposit: Cash or Check#: \_\_\_\_\_

Staff Initials Who Received Check: \_\_\_\_\_ Name of Staff Inspecting tables: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptable

Unacceptable

Damages (please list)

Condition of Tables: \_\_\_\_\_