



**CITY OF BLAINE
CITY HALL
ROOM RESERVATIONS**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. NAME OF APPLICANT	
2. FULL ADDRESS OF APPLICANT	
3. DAYTIME PHONE	
4. EVENING PHONE	
5. ARE YOU A RESIDENT OF BLAINE?	YES OR NO (circle one)
6. ARE YOU A BUSINESS OWNER IN BLAINE?	YES OR NO (circle one)
7. IF YES TO #6, PLEASE LIST NAME AND ADDRESS OF BUSINESS	
8. PLEASE LIST DATE(S) AND TIME(S) OF MEETING YOU ARE REQUESTING A ROOM FOR.	
9. IS THIS A ONE-TIME OR A REGULARLY SCHEDULED MEETING?	ONE TIME REGULARLY SCHEDULED (circle one)
10. IF THIS IS A REGULARLY SCHEDULED MEETING, WHAT IS THE REGULAR SCHEDULE?	

PLEASE SELECT THE ROOM YOU ARE REQUESTING FROM THE LIST BELOW:

- _____ **AQUATORE ROOM (1160)** (located by Park and Recreation, seats 6-8)
- _____ **WESTWOOD ROOM (1210)** (located by Building Inspections, seats 6-8)
- _____ **RADISSON TRAIL ROOM (2235)** (located by Planning & Community Standards, seats 6-8)
- _____ **SANCTUARY ROOM (2300)** (located at the East end of the atrium, 2nd floor, seats 14)
- _____ **LADDIE LAKE ROOM (2455)** (located by Administration, 2nd floor, seats 6-8)
- _____ **CLOVERLEAF FARM ROOM (2440)** (located on the North side of the atrium, 2nd floor, seats 72, or may be split for two groups of 36) Side A _____ Side B _____ Both Sides _____

Briefly describe the purpose of the meeting or event:

Special room set-up for Cloverleaf Farm Room: (\$25 fee)

Large square Classroom seating Other (describe below)

Liability

The group, individual or organization using the City Hall Facility shall agree to compensate the City of Blaine for all damages to facilities, equipment or other property owned by the city, and to assume all liability for any personal injuries, including death caused by participants in the scheduled event. The permit holder will be responsible for reimbursement of damages.

Applicant Signature

Date

Office Use Only

Cloverleaf Room Set-up Fee Received (\$25)

Cash

Receipt No. _____

Check

Check No. _____

Receptionist

Date

Other Dates Requested:

Date

Time
