



City of Gem Lake

Heritage Hall

4200 Otter Lake Road | Gem Lake, MN 55110

651-747-2790/92 | 651-747-2795 (fax)

E-mail city@gemlakemn.org

Heritage Hall Rental Reservation

Gem Lake or White Bear Township Resident? Yes No

Application Fee for Resident (if paying with cash we can only accept exact change)

Large Conference Room (Monday-Thursday Evenings)

\$25.00/hr (two (2) hour minimum) Room Fee

\$20.00/hr (two (2) hour minimum) Cleaning/Staffing Fee

\$150.00 Refundable Deposit

Large Conference Room (Friday-Sunday)

\$40.00/hr (two (2) hour minimum) Room Fee

\$20.00/hr (two (2) hour minimum) Cleaning/Staffing Fee

\$150.00 Refundable Deposit

Small Conference Room (Monday-Thursday Evenings)

\$15.00/hr (two (2) hour minimum) Room Fee

\$20.00/hr (two (2) hour minimum) Cleaning/Staffing Fee

\$50.00 Refundable Deposit

Small Conference Room (Friday-Sunday)

\$25.00/hr (two (2) hour minimum) Room Fee

\$20.00/hr (two (2) hour minimum) Cleaning/Staffing Fee

\$50.00 Refundable Deposit

(Room rentals during normal business hours for Residents are free, cleaning fee and deposit will still be required)

(Rates for non-residents see rental policy or fee schedule for rates of use)

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Rental Information

Organization: _____

Organization Address: _____

Date of Rental: _____ Time: _____ to _____

Set up times and clean up times of the event are included in the scheduled event's duration and billing.

Will you need access to AV Equipment? Yes No

Purpose of Rental: _____

I/we acknowledge that I/we understand and will adhere to the attached policies

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your Heritage Hall Rental request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Policies regarding Heritage Hall Rental Reservations. Please sign below to affirm that you have read this notice.

Applicant Signature: _____ Date: _____

Office Use Only

Rental No. _____

Approved: Yes No If no, reason: _____

Assigned Staff Member: _____

Amount Paid: _____ Cash Check Check # (if applicable): _____

Receipt No.: _____ Date Approved: _____