

# Goodhue County History Center

1166 Oak Street, Red Wing Minnesota 55066-2447  
 651.388.6024/651.388.3577 (fax) [info@goodhistory.org](mailto:info@goodhistory.org)

## Facility Use Application

|  |             |                               |                             |                   |
|--|-------------|-------------------------------|-----------------------------|-------------------|
| <b>Date of Use:</b>  |             | <b>Start &amp; End Times:</b> | /                           |                   |
| <b>Organization:</b>   |             |                               |                             |                   |
| <b>Purpose of Meeting:</b>   |             |                               |                             |                   |
| <b>Contact Person:</b>   |             |                               |                             |                   |
| <b>Contact Phone (Home):</b>   |             | <b>Contact Phone (Work):</b>  |                             |                   |
| <b>Email Address:</b>  |             |                               |                             |                   |
| <b>Contact Address:</b>  |             |                               |                             |                   |
| <b># Attending:</b>  |             | <b>Need AV Equipment?</b>     | <b>Y</b>                    | <b>N</b>          |
| <b>Refreshment Served?</b>   | <b>Y</b>    | <b>N</b>                      | <b>Is Dancing Expected?</b> | <b>Y</b> <b>N</b> |
| <b>What type of Refreshments?</b>  |             |                               |                             |                   |
| <b>Other Equipment Needed (Describe)?</b>  |             |                               |                             |                   |
| <b>Fee Payment Type:</b>   | <b>Cash</b> | <b>Check</b>                  | <b>Credit Card</b>          |                   |
| <b>Card Type &amp; Number:</b>   |             |                               |                             |                   |
| <b>Card Date of Expiration:</b>  | <b>Mo.</b>  | <b>Year</b>                   | <b>Code</b>                 |                   |
| <i>By my signature below, I release The Goodhue County Historical Society from any and all liability that may occur as a result of this facility rental.</i> |             |                               |                             |                   |
| <b>Signature:</b>  |             |                               |                             | <b>Date:</b>      |

**\*Due to fire marshal regulations, the capacity of the meeting room is limited to 85 persons for a regular meeting without tables and to 60 persons if tables are used. These regulations will be strictly enforced.**

The sponsoring organization or host is responsible for the costs of any licenses or fees related to the use of the facility (i.e. liquor license, gaming permit, etc.) Further, the Goodhue County History Center shall be an **additional insured** on any insurance policy required by the use of the facility.