



Traveling Trunk Application

Reservations will not be accepted over the phone. Please complete and return this application in person or by mail. Your reservation will not be final until you've received a confirmation notice.

Reservations must be made 2 weeks in advance.

DATE OF APPLICATION: _____

- The Traveling Trunk may be checked out for up to two (2) weeks for organizations within a 30 mile radius of Brooklyn Park.
- The Traveling Trunk is free of charge to check out, but a security deposit of \$75 is required at time of application. An optional costumed interpreter presentation on the traveling trunk is available for a fee of \$50 per two (2) hours.
- Please be sure to return all items in the Traveling Trunk. Curriculum materials may be reproduced for educational purposes only and must credit the Eidem Homestead Traveling Trunk program.
- Two (2) people are required to pick up and drop off the trunk with a van or vehicle with similar storage space. The **trunk measures 20"x20"x53" and weighs about 75 lbs.**

RENTER INFORMATION: *(Please print or type)*

Name/Organization: _____ Contact Person: _____

Mailing Address: _____ Home Phone: _____

City/State/Zip code: _____ Work phone: _____

E-mail address: _____ Tax Exempt ID#: _____

RENTAL INFORMATION

Check out date: _____ Return date (Max. of 2 weeks): _____

Estimated group size: _____

Pick up and drop off hours are at the front desk of the Brooklyn Park Community Activity Center between 8 a.m. – 9 p.m. daily

Would you like a costumed interpreter to speak about the trunk? YES NO

Desired date of presentation: _____ Desired time of presentation: _____

Presentation details will be determined prior to rental confirmation.

PRESENTATION/SECURITY PAYMENT:

(Final fees will be assessed during application processing and upon return of trunk.)

Security Deposit: \$ _____

**Deposit will be returned upon the trunk's return. Late returns will result in loss of deposit and after three (3) late days, a fine of \$100 for each week the trunk is late.*

- Check (Make checks payable to: **City of Brooklyn Park**)
- Cash
- Credit Card – we will call you for your card information

Presentation Fee(s): \$ _____

Total Fee(s): \$ _____

**Tax not included*

UNDERSTANDING:

1. Renter understands that this Application is void if not received two (2) weeks prior to check out date.
2. I understand that any agreement granted would be subject to the Renters rules and regulations for the use of Recreation and Parks property. I hereby agree that these rules shall be strictly observed. If these rules are not followed, the City of Brooklyn Park/Eidem Homestead may assess damage fees and the privilege to rent a Brooklyn Park/Eidem Homestead property may be revoked. I accept entire responsibility for the enforcement of these rules and agree to protect the Eidem Homestead property and indemnify the Eidem Homestead/City of Brooklyn Park of any damage due to the use of the property covered by this agreement. I also understand that this agreement may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursements on account of any loss, damage or expense whatsoever. I further agree to protect, indemnify, save and hold harmless the Eidem Homestead/City of Brooklyn Park and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the property requested in this application.

For the Renter

Date

OFFICE USE ONLY:

Date Received: _____

Fees Paid: _____

Date: _____ Initial: _____