



Black Bear Crossings Cafe

Community Meeting Room Reservation Form 2012

1360 N Lexington Pkwy, St. Paul, MN 55103 651-488-4920 blackbearcrossings.com

Our mission statement is three fold: to provide positive american indian identity; to provide a venue for multi-cultural sharing; and to develop community. It is in the spirit of community development that we offer our three community meeting rooms located on lakeside level FREE of charge to any and all groups, except for those that are charging fees for their services or products. If there is a FEE requirement by you or your group, Black Bear Crossings will ask for 20% of the total revenue. The Cafe is the vehicle that funds the community meeting rooms. Therefore, no group or individual may bring into the building any food, beverages or snacks. Black Bear Crossings Cafe is a fully licensed restaurant and must follow the regulations set out by the MN Department of Health, as well as insurance requirements in regards to liability issues. If any member of your group has special dietary requirements, please let us know ahead of time so we may meet those needs.

Group Name for the Directory: _____

Contact Name: _____ On Site Contact: _____

Address: _____

Phone: _____ E-Mail: _____

Date Requesting: _____ Circle Day: Sun M T W Th F Sat

Start Time: _____ End Time: _____ Guest Count: _____

Is your group charging a fee? _____ If so, how much? _____

On-Site Contact must turn in a signed copy of this form when checking in.

A journal entry of your groups visit is the only requirement for using the space.

Signature of On-Site Contact: _____

Bringing in any kind of food, beverage, or snacks is not allowed.

Signature of On-Site Contact: _____

Tables & Chairs must be returned to their original positions upon departure.

Signature of On-Site Contact: _____

Using Tape on our Walls, etc... is not allowed.

Signature of On-Site Contact: _____

Damage Agreement: I agree to pay for any damage/theft that occurs by my group. Damage includes but is not limited to: not returning tables & chairs to their original position; damages due to taping materials to walls; using confetti or glitter to decorate; used exposed flames, etc....

Signature of On-Site Contact: _____