City of Canton Canton Depot Reservation Form

Canton City Hall: 210 N Dakota, Canton, SD 57013, 605-987-2881

Viking Room Viking Room Kitchen Boardroom
Name of Renter:
Address of Renter:
Phone Number of Renter:
Email of Renter:
Type of Event: Number of People Attending:
Date(s) Reserved:
Times Reserved (to include setup & cleanup time):
The following security deposit is required. Total Deposit = Viking Room (\$75) Viking Room Kitchen (\$50) Boardroom (\$30)
The deposit will be mailed to the payee within three business days, after your event if the keys are returned, no personal property is missing or damaged, the rental is cleaned in accordance with the check list and there are no damages to the rental premises. If the event is cancelled, the deposit will be refunded less any applicable cancellation fees.
Viking Room Cancellation Fees: \$15 if cancelled over 6 months prior to the event; 30% of the rental fees if cancelled 3 to 6 months prior to the event; 50% of the rental fees if cancelled 1 to 3 months prior to the event; 70% of the rental fees if cancelled less than 1 month prior to the event. Boardroom Cancellation Fees: \$10 if cancelled over 1 month prior to the event; 50% of the rental fees if cancelled less than 1 month prior to the event. (Cancellations fees may be negotiable if due to inclement weather.)
Viking Room Daily Rental Fees: \$50 for 3 hours or less; \$100 for 3 to 5 hours; \$150 for over 5 hours; \$25 kitchen use fee Boardroom Daily Rental Fees: \$25 for up to 3 hours; \$50 for over 3 hours Official Non-Profit Groups-50% discount on room rental Monday through Thursday (not to include kitchen fee) Minimum rental fee of \$50. **All fees are subject to all applicable sales taxes.
I have received a copy of a rental agreement with the rental rules and guidelines. I agree to complete the rental agreement and pay all rental fees at least two weeks prior to the function. I also understand that I must agree and abide by all rules and terms of the agreement.
Signature of Renter: Date:
For Office Use Only
Person Paying Deposit:
Date Paid: Amount: Cash or Check
Received by: Booked on Calendar:
Given Rental Agreement: Received Signed Rental Agreement:
Cancellation Date: Cancellation Fee: Deposit Refunded Amount:
Refund Check (Number, Date, & Amount):