

**TOWN OF BIG LAKE
P.O. Box 75
Big Lake, MN 55309
FACILITY RENTAL CONTRACT**

Renter Information

Renter's Name _____ Phone _____ Cell Phone _____

Address _____ City _____ State _____

Contact Person, if other than Renter _____ Phone _____

The "Renter" agrees to rent the indicated area(s) from the Town of Big Lake, during the stated date(s) and time(s), in accordance with the terms of this rental contract. The space will be available to the renter during the times stated on the face of this contract ONLY; therefore renter should include sufficient time for setup and clean up. Rental fees are based on a 14-hour block of time, 8:00 a.m. to 10:00 p.m. daily, which includes the setup and clean up time.

THE RENTER IS RESPONSIBLE FOR PICKING UP KEY DURING OFFICE HOURS. KEY IS AVAILABLE 48 HOURS PRIOR TO RENTAL. NO REMINDER CALLS ARE PROVIDED.

Event Information

Rental Area(s) _____ *Area A: Men's & Women's Indoor Restrooms, Kitchen & Hall. Rent \$200. Daily.

*Area B: Board Room & Unisex Restroom. Rent \$100. Daily.

*Area C: Men's & Women's Indoor Restrooms, Kitchen, Hall and Board Room.
Rent \$300. Daily.

Rental Date(s) _____

Name of Event _____ Expected Attendance _____

Time of Event: Start _____ End _____

Time of Set-Up Start _____ End _____

Time of Clean-up Start _____ End _____

• Rental facilities are provided "As Is, Where Is" and without warranty as to suitability of the facility for Renter's intended use. * RENTER WILL NOT DISTURB (OR MOVE) THE DIVIDER WALL - OFFICE STAFF WILL OPEN/CLOSE DIVIDER WALL AS DETERMINED BY SIGNED RENTAL CONTRACT.

- The attached garage area on west side of kitchen is NOT included in this reservation. The garage area is available on a first come-first serve basis only.
- Use of the Town Hall Facility by the undersigned is contingent upon its availability.
- This agreement is freely revocable by the Town of Big Lake and may be terminated at any time.
- **All requests for use of the facilities should be made to the Town Clerk and are subject to (a) availability of the facilities (b) payment in full of the rental fee and damage deposit (c) AND execution of the contract i.e. MUST BE SIGNED BY BOTH RENTER AND CLERK TO BE OFFICIAL.**

Fee Information

Damage Deposit \$ _____ Date Paid _____ Cash _____ Check _____ Check # _____
Daily Rental Fee \$ _____ Date Paid _____ Cash _____ Check _____ Check # _____

- Damage Deposit for area A or B is \$100. Damage Deposit for area C is \$200.
- Damage Deposit and Daily Rental Fee are due with the Contract.
- If rental is arranged for less than 10 days prior to the event, the rental fee and damage deposit must be paid in cash.
- Notice of cancellation is required at least 10-days prior to rental date to receive full return of Rental Fee and Damage Deposit.
- The Renter shall be responsible for any damage to the facility to the extent such repair is the result of the Renter's or their contractor, subcontractor or vendors negligence, misuse or abuse. To receive return of damage deposit, Renter shall return the facility in as good of condition as when received, ordinary wear and tear excepted.
- All food, beverages, equipment and supplies must be removed from the premises no later than the exit time stated on the face of this contract. All trash must be removed from the building and placed in the dumpster outside. All floors must be swept; and, mopped if necessary. Turn off lights. Lock all interior and exterior doors. NOTE: Check both sets of restroom doors, mechanical room, kitchen door & latch on hallway door.

Contractor, Subcontractor, Vendor Information

Will your rental include the use of Catering/Food Service or Live Entertainment? Yes _____ No _____

Caterer Business Name: _____ Phone _____

Address: _____ City _____ State _____ Zip _____

Contact Person: _____ Phone _____ Cell Phone _____

Certification of Insurance is Required Prior to Event. If Certificate of Insurance is attached, check here: []

Catering & other Food Licenses are Required Prior to Event. If copy(ies) are attached, check here: []

Entertainment Business Name: _____ Phone _____

Address : _____ City _____ State _____ Zip _____

Contact Person: _____ Phone _____ Cell Phone _____

Certification of Insurance is Required Prior to Event. If Certificate of Insurance is attached, check here: []

Other Business Name: _____ Phone _____

Address : _____ City _____ State _____ Zip _____

Contact Person: _____ Phone _____ Cell Phone _____

Certification of Insurance is Required Prior to Event. If Certificate of Insurance is attached, check here: []

- **All Contractors, Subcontractors and Vendors must be disclosed on this portion of the rental contract.**

