

TOWN OF BIG LAKE
P.O. Box 75
Big Lake, MN 55309
RIVER CABIN SITE RENTAL

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 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 pre-determined block of time based on group and/or event. Park hours are 8:00 a.m. to 10:00 p.m. daily. Set-up and clean-up must be scheduled during this time.

Event Information

RIVER CABIN SITE - located at 21766 County Road 5.

NOTE: Enter through Township parking lot only. Stop by Township Office to pick up cabin key.

- Renters must park in Township parking lot and access cabin via marked

Walking trails.

Rental Date _____

Name of Event _____ Expected Attendance _____

Time of Event: Start _____ End _____

Time of Set-Up Start _____ End _____

Time of Clean-up Start _____ End _____

- Rental facility is provided "As Is, Where Is" and without warranty as to suitability of the facility for Renter's intended use. NO alcoholic beverages are allowed on the premises at any time.
- The detached garage area on the west side of cabin is included in this reservation.
- Use of the River Cabin 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 River Cabin facility should be made to the Town Clerk and are subject to (a) Availability of the facilities, (b) Payment in full of damage deposit, and (c) Execution of the contract.

Fee Information

- Damage Deposit for River Cabin Site is \$100.00.

- Damage Deposit \$ _____ Date Paid _____ Cash ____ Check _____ Check # _____
- Damage Deposit Fee is due with the Contract.
- If rental is arranged less than 10 days prior to the event, the 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 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 cabin and grounds around the cabin and placed in the dumpster on the north side of the town hall building. The concrete floor must be swept; and, mopped if necessary. Turn off lights. Lock the exterior cabin door. A satellite toilet facility is available at the cabin site.

Rental Policy

- Keys can be obtained from the Clerk's Office no more than 48 hours prior to rental and must be returned the following business day.
- All rental and use of the facility is scheduled through the Town Clerk's Office.
- The signed Rental Agreement and damage deposit must be received within 10 days from receipt of rental form to hold the facility.
- All facility rentals are limited to 30 Days in advance rental.
- Non-Profit Organizations using the rental facilities are limited to 30 days in advance rental.
- The following non-profit organizations are authorized to use the facilities at no charge: Big Lake Girl Scouts, Big Lake Cub Scouts, Big Lake Boy Scouts and Big Lake Brownie Troops.
The same application procedure will apply for all these rentals. A damage deposit is required.

The undersigned renter is authorized to use the River Cabin and site contracted for and located at Lions Community Park, entrance at 21960 County Road 5, Big Lake, Minnesota, 55309 and address of 21766 County Road 5, Big Lake, MN 55309.

The undersigned hereby agrees to abide by all of the laws, regulations, and policies governing the use of Town facilities. The undersigned further agrees to be responsible for any injury or damages to any persons or property arising out of the use of the above-listed River Cabin facility by the undersigned or any person or persons using said facility in connection with the use of the facility by the undersigned, and to produce evidence of insurance coverage if requested by the Town. The Town is not responsible for any valuable items left in the River Cabin or grounds. The River Cabin should be locked when not in use. The Renter should take necessary precautions to protect valuable personal property and arrange with the Town Clerk's Office for keys and closing procedures.

Dated this _____ day of _____, 2009.

Print Name

Signature

Title of Responsible Person (i.e. Scout Leader, Parent) at this event

