



Rental Request & Agreement for Indoor Town Hall Event Areas

REQUESTED DATE: _____

Celebratory Events may be scheduled (graduation, birthday, etc.)- 12 weeks prior to the event, Weddings/Anniversary Events- 26 weeks prior to the events and Routine/Annually Scheduled Events are on an individual basis.

_____ **Side A** ~ Banquet/Kitchen –\$200 daily fee Event Time: _____ to _____

_____ **Side B** ~ Board Room –\$100 daily fee Set-Up Starting Time: _____

_____ **Side C** ~ All Areas Above –\$300 daily fee Estimated Exit Time: _____

Requested By: _____ Phone Number: _____

Address _____

If applicable; Organization Name: _____

SECURITY DEPOSIT A deposit in cash or check (to: Town of Big Lake) is REQUIRED to reserve date.

_____ Side A ~ \$150 deposit Deposit Received on: _____ by _____

_____ Side B ~ \$100 deposit Check Number: _____ Cash _____

_____ Side C ~ \$200 deposit (Amount returned \$ _____ on _____)

The security deposit will be returned within 30 days after the event if there has been no infraction of the agreement by renter, guests or vendors. _ A cancellation less than 10 days prior to the event will result in the forfeiture of security deposit. If you fail to complete the _ EXIT CHECK LIST, comply with the _ REGULATIONS, and/or _ DAMAGES OCCUR, funds may be subtracted from deposit.

Non-profits may have seasonal deposits. **Reviewed by (Renters Initials):** _____

RENTAL PAYMENT: Payment must be received by cash or check (made to: Town of Big Lake) at least 30 days prior to event. Non-sufficient checks will be assessed a fee of \$20 and can be prosecuted under MN State Statute 609.535 and additional fees assessed.

Reviewed by (Renters Initials): _____

\$ _____ PAID ON: _____ BY CASH OR CHECK # _____ RECEIVED BY: _____

KEY CHECK OUT: The key may be checked out at the Clerk’s Office two (2) business days prior to the event. Key must remain in the possession of the person who check out the key or an authorized individual below. THE KEY MAY NOT BE USED TO ENTER FACILITY ANY OTHER TIME THEN DATE(S) LISTED IN THIS AGREEMENT UNLESS PRIOR ARRANGMENTS ARE MADE THE CLERK’S OFFICE.

Clerk’s Office: 21960 County Road 5 NW Hours: Mon.– Thur. 8am – 3pm and Fri. 8am 12pm

Authorized to check out key besides renter:

Name: _____ Phone Number: (_____) _____

Name: _____ Phone Number: (_____) _____

BUILDING SECURITY: It is of the utmost importance to completely secure the facility upon your exit. There are _ seven (7) Exterior Locks, _ six (6) Overhead Garage Door Locks _ and five (5) Interior Locks.

Reviewed by (Renters Initials): _____

REGULATIONS

- ❖ No alcohol on park property.
- ❖ No smoking indoors.
- ❖ No lit candles or open flame indoors.
- ❖ Do not prop the exterior doors open.
- ❖ No animals are to be brought indoors by renters or guests – *(except for service animals)*.
- ❖ No standing on the chairs or tables. *A step-stool is located in the Maintenance Room.*

FURNISHINGS: The following are furnishings are included in rental and may be used for any indoor set-up. The counts below are approximate. At the time of key pick up, table count will be confirmed. Damages will be subtracted from deposit and additional charges may occur, for replacement cost.

Side A ~ 22 Six (6) foot Banquet Tables, 56 Green Padded Chairs & 21 Gold Padded Chairs.

Garage ~ 12 Twelve (12) foot cafeteria style tables

Side B ~ 1 Six (6) foot & 1 Twelve (12) foot Banquet Table, 21 Red Padded Chairs, & 5 Office Chairs

Reviewed by (Renters Initials): _____

DECORATING: _The use of raw rice, birdseed, confetti, glitter, smoke/bubble machines are prohibited. Use of such materials can result in a deduction from the security deposit. _Do not put holes into walls or woodwork. _Do not use permanent adhesive products. *Command™ and removable putty products are allowed.* Permanent marks and holes may result in deduction from security deposit.

Reviewed by (Renters Initials): _____

AGREEMENT NOTES:

AGREEMENT SIGNATURES BY AUTHORIZED DECISION MAKERS

The undersigned Renter is authorized to enter and use the Town of Big Lake facility at 21960 County Road 5, Big Lake, MN 55309 on the date(s) listed above. The undersigned will abide by the Town’s Rental Regulations and be responsible for any damages to any persons or property arising out of the use of the above-listed facility. The Town is not responsible for property left in the facility.

RENTER’S SIGNATURE: _____ **Date:** _____

CLERK’S OFFICE: _____ **Date:** _____

Non Profit Organizations **Organization’s Name:** _____

Main Contact: _____ Phone Number: (____) _____

Additional Contact: _____ Phone Number: (____) _____

INSURANCE: A Certificate of Insurance for injury and property damage liability protection in a combined amount of no less than \$1,500,000 is required.

MULTIPLE DATES: On an individual basis, by arrangement with the Clerk’s Office, multiple dates may be included in this agreement. **Are you requesting multiple dates?** ___ No ___ Yes SIDE _____

Are the requested dates on a routine schedule? ___ NO ___ YES , every _____

Dates not needed must be released by the renter at least two (2) weeks prior to scheduled event.

The Clerk’s Office reserves the right to cancel a reservation a minimum of two (2) weeks prior to

scheduled date. Fee payment can guarantee date(s). **Reviewed by (Renters Initials):** _____

RENTAL FEES: On an individual basis, by Town Board Resolution, fees may be waived for club meetings, annual events, Board meetings, and other events of the sort. **Are you requesting fees be waived for this rental agreement?** ___ NO ___ YES **What is the purpose of the rental?**

Please submit a written request to the Clerk’s Office by email, USPS Mail, or in person.

Email: Info@BigLakeTownship.com Mailing Address: PO Box 75 Big Lake, MN 55309

The Clerk’s Office: 21960 County Road 5 NW Hours: Mon. –Thur. 8am – 3pm & Fri. 8am – 12pm

RECEIVED ON: _____ by _____ SCANNED _____ Resolution _____ Approved on _____ SCANNED _____

POST EVENT INSPECTION completed by (Staff) _____ **ON** _____

<u>Check List Item</u>	RENTER TO COMPLETE PRIOR TO EXIT	Pre-Rental condition	Post-Rental condition
<u>Prior to final exit complete and initial each item in shaded column.</u>		Date: _____ Renter's Initials: _____	Date: _____ Staff Initials: _____
*Lights off; restrooms, hallway, garage, maintenance room, kitchen.			
*Tables and chairs in position.			
*Trash in dumpster and property removed.			
*Floors cleaned.			
*Kitchen cleaned.			
*Restrooms cleaned.			
*Ceiling fans off and thermostat is set as instructed.			
*INTERIOR entry doors locked and latched. FIVE (5) locks. Do not shut door from banquet to kitchen.			
*EXTERIOR entry doors locked and latched. SIX (6) garage locks and SEVEN (7) exterior doors.			
PLACE KEY AND THIS CHECK LIST INTO ENVELOPE AND PUT INTO DROP BOX BY EAST ENTRANCE.			

PROPERTY OR BUILDING DAMAGE

Location ~ Item	Pre-Rental	Post-Rental