



Key pick and walk-through appointment will occur 3-5 days prior to the event. Contact the Clerk's office, 2 weeks prior to the event, to set an appointment (763) 263-8111 or email Info@BigLakeTownship.com

Monday – Thursday 9:00am – 4:00pm Fridays 9:00am – 12:00pm

Call to set appt.: _____ Pick up Key on: _____

Rental Agreement for Townhall Areas Area may be reserved 12 weeks prior to event.

REQUESTED DATE: _____ Type of Event: _____

Event Time: _____ to _____ Set-Up Starting Time: _____ Exit Time: _____

Requested By: _____ Phone Number: _____

Address _____

Email: _____

If applicable; **Organization Name: _____**

_____ Banquet/Kitchen/Garage – \$300 daily fee (check/cash) Available 8:00am - 10:00pm

SECURITY DEPOSIT (check or cash) is REQUIRED to reserve date.

_____ \$250 Deposit Received: _____ Check Number: _____ / Cash _____

Security deposit covers; cancellation less than 10 days prior to the event, or if you fail to complete the EXIT CHECK LIST, comply with the RULES, and/or DAMAGES OCCUR, funds may be subtracted from deposit.

(Renters Initials): _____

Amount returned \$ _____ on _____ Received by: _____

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

(Renters Initials): _____

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

KEY CHECK OUT: The key may be checked out by scheduling a walk-through prior to the event. Typically, within 3-5 days prior to an event. Please call (763) 263-8111 or email Info@BigLakeTownship.com to schedule.

YOU ONLY HAVE PERMISSION TO ENTER BUILDING THE DAY(S) LISTED IN THIS AGREEMENT

Besides agreement holder, list authorized to check out key and be responsible for walk-through:

Name: _____ Phone Number: (____) _____

Name: _____ Phone Number: (____) _____

BUILDING SECURITY: It is of the utmost importance to completely secure the facility upon exit.

Reviewed by (Renters Initials): _____

REGULATIONS

- ❖ **No alcohol on park property.**
- ❖ **No smoking indoors.**
- ❖ **No lit candles or open flames 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 stepstool is in the Maintenance Room.**

FURNISHINGS:

20 Six (6) foot Banquet Tables, 100 stackable chairs for indoor use and
12 Twelve (12) foot cafeteria style tables for attached garage use.

Reviewed by (Renters Initials): _____

DECORATING: The use of confetti, glitter, smoke/bubble machines are prohibited. Do not put holes into walls or woodwork. Do not use permanent adhesive products. *Command™ strips are allowed.* Non-adherence to rules can result in a deduction from the security deposit.

Reviewed by (Renters Initials): _____

AGREEMENT SIGNATURES BY AUTHORIZED DECISION MAKERS

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

RENTER’S SIGNATURE: _____ Date: _____

CLERK’S OFFICE: _____ Date: _____

<u>Check List Item</u>		
<u>Prior to final exit complete please ensure all items below are completed. Thank you.</u>		
*Lights off; (bathrooms and garage are on motion sensors)		
*Tables and chairs in position.		
*Trash in large dumpster outside.		
*Floors completely swept and fully mopped.		
*Kitchen cleaned (counters/sinks/floors).		
*Restrooms cleaned (floors/sink area).		
*Ceiling fans off and thermostat is set as instructed.		
*INTERIOR doors locked and checked TWO (2) locks.		
*EXTERIOR entry doors locked and checked. SIX (6) garage slide locks and ALL exterior doors.		
<u>DON'T NOT SLIDE CHAIRS OR TABLES ON THE FLOOR!</u>		

PROPERTY OR BUILDING DAMAGE

Location ~ Item	Pre-Rental	Post-Rental

NOTES:

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):** _____

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