

ASKOV COMMUNITY CENTER
RENTAL AGREEMENT

I. FEES

RENTAL	Meeting Room Only.....	\$ 40.00
	Ballroom Only.....	200.00
	Kitchen Only.....	70.00
	Meeting Room & Kitchen.....	110.00
	Ballroom & Kitchen.....	270.00
	Meeting Room & Ballroom.....	240.00
	Full Complex.....	300.00
DAMAGE & CLEANING DEPOSIT:		
	Full or Partial Complex.....	250.00

Please note: There may be additional fees for excess garage and additional custodial hours.

II. PAYMENT CONDITIONS

- A. First half rental fee due at time of reservation; second half rental fee due one week before event.
- B. Damage & cleaning deposit due one week before event.
- C. Second half rental fee and damage & cleaning deposit refundable if event is canceled.
- D. Damage & cleaning deposit will be refunded after event provided no damage is found, custodial cleaning hours do not exceed 4 hours, and garbage generated does not exceed 7 bags.* ***Cost of additional cleaning and garbage will be deducted from damage deposit before it is returned. Damage or cleaning costs that exceed deposit will be passed on to the renter. Also, before return of damage deposit the Community Center Keys will need to be returned.***

III. LIQUOR AT EVENTS

- A. If rental is for a public event with alcoholic beverages or if liquor is to be sold at a private event, renter must hire fully licensed bartender organization which holds the dram shop insurance. Askov Area Lions currently hold the premise permit. Renter is responsible to make arrangements with the Lions as soon as possible after rental reservation has been made.
- B. For private parties, no license or dram shop insurance is required if alcoholic beverages are given away or if it is "Bring Your Own Bottle". However, proof of liability insurance will be required, unless a licensed, dram-insured organization is retained for the event. Most homeowners' policies (personal liability) will automatically cover weddings. For gatherings such as class reunions, a general liability insurance policy for \$300,000 must be obtained.
- C. At a bartended event, no alcohol may be brought into the building other than that provided by dram shop holder.
- D. Drinks must stay in the ballroom and not be taken to the hallway, bathrooms, or outside the building.
- E. The police will be contacted and the bar and building will close if any of the following occur:
 - 1. Minors are served alcohol.
 - 2. There is drug activity detected.
 - 3. There are crowd control problems of the following nature: Lewd or obscene behavior; fighting; Destruction of property; or actions which threaten the safety or well being of those attending the event.

IV. LAW ENFORCEMENT

- A. The renter must provide a law enforcement official for any occasion when a dance is sponsored And/or alcoholic beverages will be consumed. The name of the law enforcement official must be organized through the Pine County Sheriff Patrol Coordinator. Business card will be attached to the contact for your convenience.
- B. For a private party without alcohol or dance, a law enforcement official is not required.

V. ACCESS & HOURS

- A. Keys will be issued to the person on the contract after the key agreement is signed and damage deposit is made.
- B. Arrangements may be made in advance to decorate or set up the day before an event, provided no other event is scheduled.
- C. Music and serving must end no later than 1:00 a.m.
- D. Building must be vacated by 1:30 a.m.

VI. ADDITIONAL CONDITIONS

- A. KITCHEN: By state law, our kitchen is a food catering facility, not a preparation center. Renter is responsible for furnishing most serving needs (paper plates, silverware, utensils, serving dishes). The center has coffee makers, some serving trays, pitchers. **BRING YOUR OWN CONTAINERS FOR LEFTOVERS.** At the end of the evening all food and beverages must be removed, all center-owned dishes and utensils must be washed, dried and stored, all kitchen equipment used must be cleaned and back in place, and all garbage and trash must be bagged. An average event generates 7 bags of garbage. That much is allowed in your rental. If your activity generates more than that, refer to SECTION II PAYMENT CC. Some articles in the kitchen belong to private groups .Please use only those items

attempt to force entry on locked cabinets. Please provide this information to your caterer, or have the caterer contact the City Clerk..

- B. **DECORATIONS:** No decorations may be tacked, stabled, taped, or in any way adhered to the wall, woodwork, Or windows except with Fun Tack or a similar wall mount removable adhesive. Absolutely nothing may be attached in any way to the acoustical tile ceiling or to the circulating fans in the ballroom. However, there are some other fastening options available. Ask Clerk. All decorations and Fun Tack must be removed after the event. All candles must be enclosed in glass containers.
- C. **SMOKING:** The Community Center is a Public building owned by the city, so therefore **NO SMOKING** is allowed in the building. Smoking is allowed outside the building. .
- D. **CLEANING:** Tables and chairs must be cleared and cleaned. Large spills must be mopped, and all garbage bagged. You will be expected to clean immediately following the activity. In special instances, arrangements may be made, in advance, to clean the building the day following the event, provided there are no other activities scheduled that day.
- E. **PHONE:** Any long distance calls made on center phones from the facility during the event will be billed to the Renter. There are emergency numbers posted on the walls in several places.
- F. **SUPERVISION:** The group, individual, or organization using the Community Center must provide competent adult supervision for the entire time that participants are in the building or on the surrounding grounds. Children must not be left unattended. Be sure you lock the building when you leave.
LIABILITY & DAMAGES: The Renter assumes all responsibility and liability for any harm or damages to person or property during the rental period and shall hold the City of Askov harmless and indemnify said City of Askov in the event of any such damage, injuries or claims. The renter shall reimburse the City for costs incurred by any damage, breakage, needed maintenance, or theft beyond the amount of the damage deposit, if so warranted.

RENTAL CONTRACT

Date of events _____ Time of event: From _____ to _____
Type of event _____ Area of rented _____
Reservation Fee Amount: _____ Date Paid: _____ (At time of reservation)
Second Installment _____ Date Paid: _____ (One week prior)
Damage Deposit _____ \$250.00 _____ Date Paid: _____ (Prior to event)
Total fee _____
Name of Liquor License and Dram Shop Insurance Holder: _____
Name of Liability Insurance (in lieu of above) _____ (Attached Certificate of Insurance)
Name & Phone Number of constable: _____ () _____

If liquor is to be present at this event, by accepting this rental agreement, the renter hereby agrees to monitor the distribution and consumption of this liquor in such a way that no minor is served or allowed to consume any intoxicating beverage.

I have read this entire agreement and agree to all conditions described herein:

Signed: _____, Renter
Address: _____ Phone () _____
Approved by: _____ Title: _____ City of Askov

Please sign and return this rental agreement with your reservation payment. An approved copy will be returned to you. Mail this contract and any other correspondence to CITY Clerk, City of Askov, PO BOX 245, Askov MN 55704 or call (320)838-3616.

The physical address of Askov Community Center is 6369 Kobagergade.

If you need a time to decorate, please indicate your preference here: _____
We will try to accommodate you. Please refer to Access & Hours, Section V letter B, of the Rental Agreement.

Damage Deposit returned in full: _____ Yes; Date _____

Amount of Deposit Retained: _____ Reason: _____

Amount of Remaining Deposit Returned: _____ Date: _____

If Deposit did not cover damage or cleaning, additional amount Renter was billed: _____ Date: _____