

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

Renter Information

Renter's Name _____ Phone _____ Cell Phone _____

Organization (if applicable) _____

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 _____

• 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.
- Failure to abide by the requirements of the rental contract will result in suspended use of the rental facilities for one (1) year.
- **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, 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 (s) 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.**

General Rental Rules

- Do not drag stacks of chairs or tables across the floor.
- Do not place any nails, hooks, tacks, screws or other fasteners into any part of the facility.
- Do not tape signs on painted walls in any part of the facility.
- No Alcoholic Beverages are allowed in the building or on the park grounds.
- Smoking is not allowed in any part of the rentable space. Smoking is only allowed in the garage area if all the garage doors are fully open.
- Renters must provide table covers, flatware/silverware, tableware, kitchen towels and wash cloths.

Rental Policy

- Keys can be obtained from the Clerk’s Office no more than 48 hours prior to rental.
- All rental and use of the facility is scheduled through the Town Clerk’s Office.
- The signed rental agreement, fee and damage deposit must be received within 10 days from receipt of rental form to hold the facility.
- All facility rentals are limited to 90 Days in advance rental.
- Non-Profit Organizations using the rental facilities are limited to 90 days in advance rental.
- The following non-profit organizations are authorized to use the facilities at no charge: Big Lake Girl Scouts, Big Lake Boy Scouts, Big Lake Brownie Troops, Big Lake 4-H Clubs, all Big Lake Youth Athletic Association Groups, Big Lake Lions and Big Lake Lioness, Sherburne County Administrative Departments, State of Minnesota Administrative Departments, Big Lake School District #727 and Eagle Lake Association Membership group. The same application procedure will apply for all these rentals. A damage deposit is required. Any other non- profit requests must be reviewed and approved by the Town Board prior to rental.

The undersigned renter is authorized to use the Town facilities contracted for and located at Lions Community Park, 21960 County Road 5, Big Lake, Minnesota, 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 Town 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 facilities. The facilities should be locked when not in use. Big Lake Lions, Big Lake Lioness and Township personal may access the facilities during the rental period. The Renter should take necessary precautions to protect valuable personal property and arrange with the Town Clerk’s Office for keys and closing procedures.

NOTE: This contract is finalized when approved and signed by BOTH renter AND clerk.

Dated this _____ day of _____, 20__ .

Print Name

Signature

APPROVED BY

Town Clerk’s Office 21960 County Road 5, P.O. Box 75, Big Lake MN 55309
Address

Date 763-263-8111
Phone

Town Clerk Office Hours: Monday through Thursday 8:00 a.m. to 3:00 p.m.
Friday 8:00 a.m. to 12:00 noon