

HERON LAKE COMMUNITY CENTER
P O BOX 315
HERON LAKE, MN 56137-0315

Rental Agreement and the Responsibilities of Renters and Users of the Facilities.

Renter(s) Name:

Today's Date : Click or tap to enter a date.

Event Room:

Event Date: Click or tap to enter a date.

Event Time: 0:00 to 00:00

Notes:

(You are not charged for set-up time before your event or take-down time after it).

Setup Date/Time:

1. Deposit: \$

Deposit Fee: The deposit has been waived; however, you will be required to remit to the City any additional funds necessary to replace or repair all damage done to the building or equipment by the renters, guests or others present at the Community Center during the duration of the event covered by the rental agreement.

2. Setup/Take Down Fee: \$

Note: You will be charged an extra \$75.00 if you want the Center to put the tables and chairs away after your event.

Anything not covered by the above rules will be decided when appropriate. All regulations and rates are subject to change.

Total Fee: \$ **Receipt #: 000** **Invoice #: 000**

- ☐ Please sign the contract and return it with your payment of \$.
- ☐ Make the check payable to the City of Heron Lake. We do accept credit cards.
- ☐ The contract can be mailed to the Heron Lake Community Center
Attn: Marlys or Shelley, PO Box 315, Heron Lake, MN 56137-0315
- ☐ To guarantee the reservation, the contract must be signed and returned to the Heron Lake Community Center along with payment before .

Questions:

City of Heron Lake Office	507-793-2826
Marlys Olson, Clerk	507-360-0722
Shelley Pohlman, Deputy Clerk	701-746-1898

Liquor:

The Heron Lake Municipal Liquor Store will provide full bar service. Please contact manager Bridgit Peston at 507-793-2482 at least **six weeks** before your event to discuss your plans with her.

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HERON LAKE AREA COMMUNITY CENTER RENTAL AGREEMENT

This agreement is made this (date) , between the City of Heron Lake, Minnesota, hereinafter referred to as the City, as owner of the Heron Lake Area Community Center, and the person(s) or entities whose names and signatures appear at the bottom of this document, hereinafter referred to as Renters.

In consideration of the receipt of the rental fee of \$, the City hereby agrees to rent said hall at the Community Center for the sole use of said Renters on (date) . In addition, the large hall will be available to the Renters for setting up for their event the day before if available at no additional charge.

Said Renters expressly agree to:

- Abide by the terms and conditions of this rental contract.
- Abide by all Federal, State, and Local laws regarding the consumption, display, sale, and use of alcoholic beverages.
- Leave open all exit doors and access to said doorways during the duration of the event covered by the rental agreement.
- Not tape, staple or attach in any way to walls or ceiling (you may, however, pin onto the sound boards on the walls).
- Remit to the City any additional funds necessary to replace or repair any and all damage done to the buildings or equipment by the Renters, guests or others present at the Community Center during the duration of the event covered by the rental agreement.
- Indemnify and hold harmless the City for any and all occurrences resulting from or relating to the use of said Community Center, whether occurring on the premises or off-premises, including but not limited to alcohol-related incidents, accidental falls, fights, etc.
- Waive objection to any irregularity with regard to the said rental agreement, together with all rights to appeal in the courts.
- The Renters hereunto set their hands the day and year first above written, and, if representing an organization or similar entity, further certify they are a duly authorized agent of said entity and authorized to sign on behalf of said entity.

Click or tap here to enter text.

Click or tap here to enter text.

Printed name of Renter(s)

Signature of Renter(s)

Email:

Phone:

Mailing Address:

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Responsibilities of Renters and Users of the Heron Lake Area Community Center and Senior Center

1. User(s) are responsible for setting up tables and chairs for their activity, and removing decorations, table covers, drinking glasses, etc., at the end of the evening. The user is also responsible for wiping off and putting away tables and chairs, unless this service has been requested for an additional fee of \$75.00.
2. The user(s) are responsible for disposing of their garbage. A dumpster is located in the alley behind the Center, and the city will provide garbage bags.
3. Adults must chaperone all minor/youth activities.
4. Evening activities must conclude at 12:30 AM.
5. The user (s) must remove all decorations and personal items immediately after the event is over unless other arrangements have been made in advance.

Amenities

The following items are available at the Center for your use during your event at no additional charge:

Microphone (built-in speaker system) and podium	1 six-foot table, 30" wide
50 eight-foot tables, 30" wide	2 smaller round tables, 4' diameter
7 large round tables, 5' diameter	Portable stage – 6 4x8 sections
Approximately 40 chairs	1 36-cup coffee maker
1 55-cup coffee maker	20 water pitchers
3 30-cup coffee maker	32 inch TV

Kitchen

The kitchen has a triple dishwashing sink, portable stainless-steel work/serving table, two smaller stainless worktables, two non-commercial electric ranges, one large commercial refrigerator, and a small microwave.

The Center also has three electric roasters that can be rented for \$5 each. No items may be used outside of the Center.

There are a minimal number of dish towels at the Center—if you will be doing dishes, it is best to bring your own.

The Center has a phone in the kitchen. This number can be given to babysitters, etc., in case someone needs to be reached during your event. It is 507-793-2512. This phone is not normally answered during daytime hours.

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Rental Rates

Large Hall Rental Rates (seating capacity is 400)

A damage deposit of \$200.00 must be submitted in advance, and rent must be paid at least 6 weeks before the event. **If no damage is found after cleaning, the \$200 deposit will be refunded to the renter**

\$70 per hour with a minimum of 3 hours and a \$75 fee for taking down tables, chairs, and the stage. If you put the tables, chairs, and stage away, the \$75 fee is waived.

- 3 hours \$210.00
- 4 hours \$280.00
- 5 hours \$350.00
- 6 hours \$420.00
- 7 hours \$490.00
- 8 hours \$560.00
- The wedding package rate is \$500.00. *The wedding package includes the reception/dance, police officer, bartender(s), and take-down of tables, chairs, and the stage, if used, plus a guaranteed day before for set up.*

Large Hall Rental Rate for School, Youth, and City-Affiliated Organizations

- The meeting rate is \$90.00.
- The Non-Profit rate is \$90.00.
- The HLO Foundation rate is \$250.00.
- HLO School District Prom rate is \$250.00 plus \$200.00 damage deposit.
- Other school districts' prom rate is \$500.00 plus a \$200.00 damage deposit.

Senior Room Rate (Seating Capacity is 99)

- \$20 an hour with a minimum of 3 hours for a total fee of \$60.

Senior Member Rate

- The senior member rate is \$30 for 3 hours, then \$15 per hour after that.

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DUTIES TO BE PERFORMED TO RECEIVE A REFUND OF THE DAMAGE DEPOSIT

The following duties must be completed after your event:

- ☐ Wipe off all tables and chairs to remove any spills. (The wedding package includes this service.)
- ☐ Decorations must be removed completely.
- ☐ The parking lot is to be cleaned of cans, cigarettes, etc.
- ☐ Garbage must be removed with new bags inserted.
- ☐ Garbage is to be deposited in the dumpster.
- ☐ Bathroom sinks must be clear, toilets flushed, and floors picked up.
- ☐ All food and beverages must be removed. Please check the refrigerator and freezer.
- ☐ Dishes, utensils, equipment, etc., must be washed, dried, and stored.
- ☐ Do not put coffee grounds and/or food into the sinks, as there are no garbage disposals.
- ☐ Kitchen sinks must be drained & wiped.
- ☐ Ovens are to be cleaned if used.
- ☐ Borrowed items such as podium, screen, electrical cords and covers, microphones, stages, skirting, etc., must be returned in good condition.
- ☐ If the above conditions are met, your deposit will be returned to you by mail the following week.

Thank you for hosting your event at the Heron Lake Community Center!

Large Hall / Senior Room Rental Check List

For staff's use

1. The date has been successfully reserved on the paper calendar. ☐
2. The date has also been reserved on Google Calendar. ☐
3. The contract has been signed. ☐
4. The deposit has been received. ☐
5. The payment has been received. ☐
6. The data has been entered into QuickBooks. ☐
7. The payment has been deposited at the bank. ☐
8. Arrangements have been made to ensure the doors are unlocked and locked as needed. ☐
9. The inspections have been completed. ☐
10. The deposit has been returned. ☐
11. The letter has been written ☐