

ALCOHOL/TOBACCO

Will there be alcoholic beverages present? _____ Yes _____ No

The sale of alcohol is forbidden except in accordance with a proper license issued from the City of Hawley prior to the event.

A renter who will be bringing or allowing guests to bring alcohol onto the premises shall, prior to occupancy, obtain and provide to the City a Certificate of Insurance of the Renter's homeowners insurance policy with a minimum of \$1,000,000.00 coverage and the inclusion of off premises liability coverage and host liquor liability coverage at least one week prior to the event.

Qualified organizations with the proper liquor license providing alcohol for sale, or as part of an event, shall provide the City of Hawley with a Certificate of Insurance providing not less than \$1,000,000.00 of general liability insurance coverage and liquor liability coverage at least one week prior to the event.

The Community Center is a smoke free building. No tobacco, including smoke-free tobacco, shall be allowed in the Community Center Building.

RESERVATIONS/SCHEDULING

A \$50.00 deposit is required to reserve space in the Community Center. The City reserves the right to waive the deposit for reservations of meeting rooms.

Reservations are normally set on a first come, first served basis. It is the desire of the lessor to encourage one-time events (such as a wedding/reunion) and annual community events to take scheduling preference over on-going contracts. The lessor reserves the right to make changes to the schedule to allow scheduling of one-time events provided a two (2) week written notice is given to the on-going contract holder. A group will not be considered as scheduled until the required deposit is paid.

All fees must be paid in full 5 working days prior to the event.

Scheduling and reservations will be handled Monday through Friday between 8A.M. and 5P.M. in City Hall. (218)483-3331.

The City reserves the right to preempt the use of the building or any room in the building upon two weeks prior notice to the renter.

If there is a cancellation, the Clerk must be notified in writing at least 30 days in advance of the reserved date or the \$50.00 deposit will be forfeited.

Unless special arrangements are made with City Hall, the renter shall sign out the key for the building between 8 a.m. and 5 p.m. at City Hall on the last working day prior to the event and return the key to City Hall on the first working day following the event. If the key is not returned the renter will be charged for the cost of re-keying the building (approximately \$200.00).

SUBLETTING

Renter shall not sublet the demised premises or any part thereof.

REDELIVERY

At the expiration of the above stated term, renter shall surrender to lessor the demised premises in as good condition as received.

WAIVER OF CLAIMS FOR DAMAGE

In consideration of lessor renting the demised premises to renter, the renter, for and during the term of this lease, hereby knowingly and voluntarily waives any and all claims against lessor for any and all injury, damage, or loss to renter's person and property.

INDEMNITY AND HOLD HARMLESS AGREEMENT

Renter agrees to indemnify and hold harmless lessor from all claims demands, causes of action, suits, or judgments, including expenses and attorney fees incurred in connections therewith, for death or injuries to persons or for loss of or damage to property arising out of or in connection with the use or occupancy of the demised premises by renter, his agents, employees, or invitees. In the event of claims made or suits filed, lessor shall give renter prompt written notice thereof, and renter shall be obligated to defend or settle the same, or reimburse lessor for the cost thereof.

SPECIAL RESPONSIBILITY PROVISION

Responsibility for loss, breakage or damage of any piece of equipment rests solely with the organization or individual renting the demised premises and the person or persons executing this agreement shall report immediately following the event any such loss, breakage, malfunctions or need of repair to City Hall. No deposits shall be returned until all equipment is returned to its prior condition. Ordinary wear and tear accepted. The Renter agrees to have a responsible adult (21 years or older) on the premises at all times while the building is being rented.

TERM OF AGREEMENT

The term of this lease shall be as follows (list the date or dates said premises will be rented and the hours said premises will be used):

In any event, the premises will be closed at 1:00 a.m. and the building vacated by 2:00 a.m. The premises shall be cleaned immediately following each event.

In Witness Whereof, the parties have read and agree to the terms and conditions as stated above, and the attached:

- 1) Kitchen Use Rules
- 2) Fee Schedule

ATTEST:

Renter-Printed Name

Business/Group/Self

Address

Phone Number

Signature of Renter

Date

City of Hawley - Lessor

Date

Please return the completed and signed agreement to:

**City of Hawley
P O Box 69
Hawley, MN 56549
(218)483-3331**

KITCHEN USE RULES

1. Wash hands thoroughly before handling food. A separate sink has been provided for that purpose.
2. All utensils and equipment are to remain in the kitchen.
3. When paper products are used, they are to be replaced by group using the kitchen or furnished at time of use.
4. Coffee grounds and all food wastes are to be placed in the garbage receptacle provided for that purpose. No waste is to be disposed of down the sink.
5. Clean-up is to be done in a thorough manner. Garbage and other refuse are to be disposed of in containers or taken with you.
6. Clean counter tops, stove surfaces, range-hood and all other surfaces that can become dusty, etc. Stainless steel sinks should be wiped dry after use so that no spotting can be seen to appear not cleaned.
7. Floor must be swept and mopped.
8. Renter understands that use of the kitchen facility is at the renters own risk.
9. The kitchen will be inspected after each use to determine if full deposit should be returned.

NOTE: You must supply your own cleaning supplies--
e.g. soap, dish towels, rags, garbage
bags, etc.

Schedule A: FEE SCHEDULE HAWLEY COMMUNITY CENTER – 418 MAIN STREET

Non-profit/Civic Group Rental

Gymnasium	\$15 under 4 hours	\$50 over 4 hours
1 st Floor Meeting Room	(Don't Rent Out)	
2 nd Floor Meeting Room	\$4.00 per rental	
Kitchen cooking or serving	\$10.00 per rental	

Unique non-profit events:

Gym used for event over several days	\$100 for 1 st 3 days, plus \$15 per day each additional day + \$5/day kitchen
Entire building used for 1 event over several consecutive days	\$110 for 1 st 3 days, plus \$20 per day each additional day + \$5/day kitchen
Gym used for prescheduled weekly events with 2 or more meeting rooms	\$20 each time (no add'l kitchen charge)

Wedding parties, Reunions, Private parties, Auctions, Rummage sales, etc.

Gymnasium	\$25 per hour	\$150 per day maximum
1 st Floor Meeting Room	(Don't rent out)	
2 nd Floor Meeting Room	\$20.00 per rental	
Kitchen cooking/serving	\$30.00 per rental	

Private Children's Birthday Party with less than 20 people – 3 hour limit

Gymnasium	\$35 under 3 hours
Kitchen cooking or serving	\$30.00 per rental

Private Industry, Commercial Organizations operating for profit

Gymnasium	\$30 per hour	\$200 per day maximum
1 st Floor Meeting Room	(Don't Rent Out)	
2 nd Floor Meeting Room	\$25.00 per rental	
Kitchen cooking or serving	\$30.00 per rental	

Recreations (i.e. volleyball/basketball/JFK/TKD

Gymnasium	\$10.00 per hour (2 hour minimum)
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Charges always billed in 1 hour increments

Updated : 6/25/16

****Rental for Off Site Use of: (civic groups and businesses within Hawley City Limits)**

Roaster/each @\$5

Coffee pot/each @\$2

Tables w/chairs(80)(inside use only) 10 for \$20

Tables w/chairs(160)(inside use only) 20 for \$40

Chairs only (up to 100) @\$25 PER DAY

****Rental for off site use of (Businesses outside of the Hawley City Limits and within 5 mile radius**

Table with chairs (inside use only) –

\$40 for 10 tables/80 chairs per day

\$80 for 20 tables/160 chairs per day

Chairs only (up to 100) - \$50 – per day