

Rental Agreement

Mabel Area Community Center

201 Main Street South, PO Box 425, Mabel, MN 55954

EMAIL info@cityofmabel.com PHONE 507.493.5299 FAX 507.493.3299

Lessor: CITY OF MABEL, MINNESOTA

Renter: _____

Event: _____

Date of Rental: _____

Contact name/phone: _____

Email Address: _____

Portions of the facility rented:

Entire Building Banquet Hall Large Meeting Room Kitchen Stage

1. RENTAL FEE \$ _____ due two weeks after booking

2. DAMAGE/CLEAN-UP DEPOSIT

A. \$150 due one month prior to event.

B. Deposit will be returned within 10 working days upon satisfactory inspection. All personal property of the renter must be removed and the kitchen and bar must be cleaned by checkout time or \$50 will be withheld. Any damage to property will be assessed a replacement/repair fee and subtracted from the damage deposit. Damages in excess of the deposit will be billed to the renter.

3. CANCELLATION

A. The prepaid fee will be returned if the event is canceled 90 days or more prior to the scheduled date.

B. The fee will be forfeited if the event is canceled within 90 days of the scheduled date. The renter may not sub-lease the facilities.

4. CHECK-IN AND CHECK-OUT TIMES

- A. Check-in is 8:00 a.m. the day of the event. If the event is scheduled on Saturday or Sunday, check-in may occur after 8 a.m. on Friday.
- B. Checkout is no later than 1:00 p.m. the day after the event. It is recommended that the bar close at midnight.

5. INSURANCE

- A. Renters of the entire building or of the Banquet Hall, thirty days prior to the check-in time, must provide a certificate of insurance covering damage and injury to property and persons and naming the City of Mabel as an additional insured, in at least the amount of \$500,000.00.

6. GENERAL TIMES AND CONDITIONS

- A. Termination: If the Mabel Area Community Center shall be damaged or destroyed by any unforeseen occurrence, which renders the fulfillment of the terms of this Agreement impossible, this agreement shall terminate and the renter's deposit shall be returned. The renter waives any claim for damages or compensation in the event of such a termination.
- B. Speaker System: An audio system is available at no extra charge.
- C. Food: The renter is responsible for securing a licensed caterer for catering services at the Community Center. A copy of the caterer's food safety certification must be on file at City Hall.
- D. Decorations: Nothing can be done to mar or deface the property. No nails, hooks, tack, duct tape or screws may be driven into any part of the building. Glitter or small confetti shall not be used in decorations. Candles must be enclosed to the height of the flame. (Renter assumes all responsibility and liability for damages to the building and contents due to any fire as a result of the candles.) Failure to comply will result in the loss of the deposit and additional charges for damages may apply. The City of Mabel is not responsible for any property placed in the building.
- E. Smoking: This is a "No Smoking" facility. No smoking is allowed within the building, including the restrooms.

- F. Clean up: Renter is responsible for clean-up inside and outside the building. Tables and chairs need to be cleaned, wiped down, stacked and put away in the appropriate storage closets.
- G. Keys: Users of the community center will be provided with one (1) key. Keys can be picked up at City Hall before 3:00 p.m. the day prior to the event, unless other arrangements have been made. Keys must be returned immediately after the event to City Hall. Any lost keys will result in charges for the re-keying of the locks.
- H. Alcohol: Alcoholic beverages may be sold in the Community Center only through an establishment licensed by the City of Mabel to sell alcohol.
- I. Exits: All exits and passageways must be kept clear of chairs, tables, etc. No tables or chairs may be taken outside of the building.
- J. Assignment: The renter shall not assign, transfer, or sublet their agreement for the community center without permission from the Owner.
- K. Miscellaneous: Any decision affecting any matter not expressly specified in this Agreement shall be at the sole discretion of the City of Mabel.
- L. Additional: _____

For the Renter

For the City of Mabel

Name

City Clerk

Address

Date

Phone

Mabel Area Community Center

Rental Rates – (effective January 9, 2020)

- Entire facility for reception \$500.00
- Banquet Hall available for one day \$250.00 (\$50./extra day)
- Large Meeting Room for a day or less including kitchen \$125.00
- Large Meeting Room for a day or less without the kitchen \$75.00
- Non-profit organizations \$100.00 for banquet hall
- Non-profit organizations \$30.00 for large meeting room
- Non-profit organizations \$60.00 for large meeting room including kitchen
- Linen tablecloths \$10.00 each (Allow us 30 days notice on the order)
- Linen napkins \$1.00 each (Allow us 30 days notice on the order)
- Glass water goblets \$.25 each (breakage fee of \$2.00)
- Glass wine goblets \$.25 each (breakage fee of \$2.00)

Mabel Area Community Center Check List

- Pick up keys for the building at City Hall between 8 a.m. and 3 p.m. Monday – Friday.
- Do not leave items in the building or food in the refrigerator or freezer. We are not responsible for items left in the building.
- Put trash from all garbage cans (including bathroom) in bags and then in the dumpster on the west side of the building. Put recyclables in separate container.
- No tape or pins are to be used on the walls or floors
- Make sure outside grounds are clean. All paper, cans, cigarette butts, etc, must be picked up after your event.
- Tables and chairs need to be cleaned, wiped down, stacked and put away in the appropriate storage closets
- The dishwasher is to be used by caterers only. Follow instructions carefully.
- Check bathrooms and kitchen to ensure everything is clean and nothing is left behind. Make sure no water is running.
- Make sure inside and outside lights are working properly and turned off when you leave. Lock ALL doors.
- Total clean-up must be done by 1:00 p.m. the following day.
- Return keys back to City Hall.