Kabetogama Township
9707 Gamma Rd.
Kabetogama, MN 56669
www.kabtownship.org

KABETOGAMA TOWN HALL RENTAL AND AGREEMENT POLICY

1. All rental requests must be made on the application form and shall be delivered to the town clerk. All rental agreements must be made at least 14 days before the proposed event and the fees paid. The address to send the fees to is Kabetogama Township, 9707 Gamma Rd., Kabetogama, MN 56669, Att: Town Clerk. The phone number for the town hall is 218-875-2082.
2. The rental hours shall be indicated by the Town on the application form and approved by the Town. The Town may approve additional hours for set-up and clean-up.
3. Cancellation. The Town may cancel any approved rental request if the renter fails to comply with any conditions imposed by the Town. If the Town cancels a rental request after it has been approved, due to renter's failure to comply with conditions set by the Town, the Town will return any fees paid by the renter. The renter may cancel a rental request up to 14 days before the event. The Town will return any rental fees and damage deposit paid by the renter, less an administration fee of $25.00.
4. When renting the hall, it is the renter's responsibility to remove all possessions, papers, decorations and garbage before leaving the building.
5. Renters planning to serve alcoholic beverages must furnish a copy of their Homeowner's Liability Insurance, **ADDING THE TOWN HALL**, in an amount determined by the town or a **SPECIAL OCCASION LIQUOR LICENSE**. All state and local laws regarding alcoholic beverages must be strictly adhered to by the renter. The renter must be present throughout the entire event. The landlord, its officers and agents, expressly disclaim and deny any responsibility for monitoring, supervising or otherwise controlling the use or serving of alcoholic beverages by the renter.
6. The damage deposit and cleaning deposit will be returned within 30 days following the rental of the hall, via the U.S. Postal Service, on the condition that the rented facility and grounds was left in satisfactory condition according to the terms and conditions of this agreement.
7. The renter is required to pay a returnable damage deposit in the amount of $ payable at the time the contract is signed in order to reserve the facility.
8. The renter agrees to pay a rent in the amount of $ for the use of the facility prior to the date of use.
9. The renter agrees to pay a returnable cleaning deposit of $ for the use of the facility
10. No deposits will be returned until the facilities have been inspected by a town staff member and the keys have been returned.

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KABETOGAMA TOWN HALL RENTAL FEES

Taxpayer Fees

Taxpayer fees apply to renters who are taxpayers of the township on the date of the event. If a corporation or organization is renting the Hall, it will only be considered a taxpayer if a majority of its officers or members are taxpayers to the Town. The taxpayer fee may be waived by the Town Board as determined by the board.

Non-taxpayer Fees

Non-taxpayer fees apply to renters who are not current taxpayers to the Township as of the date of the event.

Taxpayer hall rental fees are waived for light use of the facility. A refundable cleaning fee of $100.00 applies.

Non-taxpayer hall rental fee of $50.00 for light use of the facility and a refundable cleaning fee of $100.00 applies.

Light Use Definition:

> Hall – use of all tables and chairs and miscellaneous equipment.
> Kitchen use – reheating prepared foods using crock pots, roaster, microwave, coffee makers and ect., refrigerating prepared food, assembling prepared or packaged food using kitchen ware supplied.

Use of the kitchen range and ovens will be considered an additional rental fee as determined by the township board

Cleaning fee; If cleaning the hall and grounds is required after use, a $18.00 per hour fee will be deducted from the cleaning deposit.

Taxpayer hall rental fees for Wedding Receptions

$350.00 rental fee....$200.00 refundable cleaning fee…. $500.00 refundable damage deposit.

Non-taxpayer hall rental fees for wedding receptions

$500.00 rental fee…. $200.00 refundable cleaning fee…. $500.00 refundable damage deposit.

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Date of Application_____

Applicant_____

Address_____

Phone_____ Date of Event_____ Type of Event_____

Will food be served yes no Will alcohol be served yes no

Fees received

_____ Rental _____Cleaning deposit _____ Damage deposit_____

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RELEASE AND HOLD HARMLESS AGREEMENT
AND AGREEMENT NOT TO SUE

I,_____ fully understand that my participation in the _____ (hereinafter "event/class") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the KABETOGAMA TOWNSHIP and its officers, agents and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with my participation in the event/class from whatever cause, including the active or passive negligence of the KABETOGAMA TOWNSHIP and its officers, agents and employees, or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall ***indemnify and hold harmless*** the KABETOGAMA TOWNSHIP its officers, agents and employees from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

I HAVE CAREFULLY READ THIS RELEASE AND HOLD HARMLESS AGREEMENT AND AGREEMENT NO TO SUE THE KABETOGAMA TOWNSHIP AND ITS OFICERS, AGENTS AND EMPLOYEES AND FULLY UNDERSTAND ITS CONTENTS.

I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND I AM SIGNING IT ON MY OWN FREE WILL.

DATE: _____ _____
Signature

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Tenant Signature **Date**

Hall Rental Manager **Date**

The Hall Manager (HM) is the person you *MUST CONTACT* to get the key. The HM will meet with you after rent has been paid in full at a time that is mutually convenient to give you a key, do a walk-through, make sure you have whatever materials are required, and confirm the presence and condition of the equipment. The HM will check the facility and equipment after use, collect the hall key, and take applicable notification concerning the cleaning and damage deposit.

Your Hall Manager **Date**

Your Hall Manager's Phone Number

KABETOGAMA TOWNSHIP

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Kabetogama Township Hall Rental Agreement Guidelines

1. **Absolutely <u>no smoking</u>** in the building, by law, this is a non-smoking facility

2. **Do Not** use scotch tape, nails, staples, glue gun, or duct tape on any hall surface (including tables and chairs). Please use ONLY Blue Painters Tape or decorating putty for decorations.

3. **Mop** up any liquid spill immediately for safety reasons.

4. **Do Not** allow anyone to use birdseed, confetti or glitter dust in the building or on the sidewalks near the building. Birdseed only (not glitter dust) can be thrown on the lawn or out on the parking lot.

5. **Contact** Betsey Warrington, 218-240-5429, Marlene Tomczak, 218-875-2080, Mary Manninen, 218-875-2082 or 218-240-9325 for any problems.

6. **Do Not** drag, scoot, push, slide or pull anything not on wheels across any floor surface.

7. **Do Not** remove any Kabetogama Township property from the building (tables, chairs, appliances, etc.).

8. **If any marks** are made on the walls or wanes coating by tenants, the tenants are responsible for removing those marks. If the tenant is unable, for any reason, to remove the marks it is the tenants' responsibility to notify the hall manager or one of the board members of the situations(s).

9. **These guidelines** also apply to anyone doing the decorating and/or setup. **No Hanging** anything from the ceiling. The person signing the contract must have anyone helping be aware of these guidelines. Any violations of these guidelines by anyone in the renting party will result in the loss of part or all of the renter's deposit.

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KABETOGAMA TOWN HALL RENTAL CHECKOUT SHEET

- ☐ Return all furnishings to their original arrangements, (table, chairs)
- ☐ Wipe down and put away all tables and chairs.
- ☐ Wipe down all sinks and countertops.
- ☐ Kitchen shall be left in its original condition.
- ☐ Make sure the floors are free of spills and swept.
- ☐ Turn off lights. (except as marked).
- ☐ Close and lock windows.
- ☐ Remove all personal belongings.
- ☐ Remove all trash.
- ☐ Lock the doors.