

COMMUNITY HALL RENTAL AGREEMENT

P.O. Box 667, 21 E. First Street, Sherburn, MN 56171

City Hall Phone: (507) 764-4491

Renter: _____

Address: _____

Phone: _____

Date /Time: _____

Event: _____

Date Received: _____
Deposit Paid: _____
Date Key Issued/#: _____
Key Issued To: _____
Rental Payment: _____
Date Key Returned: _____

Sherburn Community Hall Rates:

Without Kitchen

With Kitchen

Daily: \$100 **Weekend:** \$225 **Daily:** \$125 **Weekend:** \$275

Deposit: \$75 (due with rental agreement)

The renter must sign this Rental Agreement in the space provided below. By doing so, the renter agrees to adhere to all policies, unless special arrangements have been noted by staff on this rental agreement and agrees to accept the consequences for their failure to do so.

- A. **RESERVATIONS/DEPOSIT:** Any reservation is not official until this Rental Agreement is completed and the \$75 deposit has been paid. The deposit will be returned if the city staff determines that all the conditions of this agreement have been met. There is also a sound system and chair lift at the Community Hall. The Chair Lift is not used as a toy.
- B. **CANCELLATIONS:** If the renter cancels their reservation 30 days prior to their reserved date they will get 100% of their deposit back. If less than 30 day's notice is given no deposit will be returned, but the renter will have no further obligation.
- C. **HOURS:** 8:00 AM – 12:00 AM
- D. **ALCOHOL:** Alcoholic beverages are only to be served by a current City-licensed establishment.
- E. **TRASH:** Trash receptacles and bags are provided. All receptacles must be emptied at the end of the event into the dumpster behind the Community Hall.
- F. **KEYS:** Keys can be picked up the day before (Friday if your event is on a Sunday) your event at City Hall. Keys must be returned to City Hall the next business day following the rental. If preferred, keys may be returned following your event by depositing them in the drop-box on the south door at City Hall.
- G. **CLEANING FACILITY:** Renters are responsible for cleaning up the facility following their event. Don't forget to empty the garbage receptacles.
- H. **Facilities available at the Community Hall:**

Stove/Oven	Fridge/Freezer	Bathrooms
Stage	Kitchen	Tables/Chairs

Hold Harmless Agreement: I hereby agree to release all liability from the City of Sherburn for any loss, damage, injury and/or expense that I, or any participants of my event, may suffer as a result of my use of the Community Hall. I also agree to reimburse the city for any damages that may occur during my event.

Signature

Date

Effective 1/1/2024 Return Deposit: _____