

# STEWARTVILLE CIVIC CENTER RENTAL CONTRACT

## CLEAN UP RESPONSIBILITIES:

- ❖ Garbage must be bagged, secured and put into one central location. (Liquid leaking from bags is not acceptable) Parking lot should be picked up.
- ❖ All tables and chairs must be wiped down. (Do not put these away)
- ❖ **ABOLUTELY – NO CONFETTI ALLOWED**
- ❖ All beer spills, etc must be mopped up. (A mop and bucket will be provided)
- ❖ All personal items must be removed.
- ❖ All doors locked -main and rear entrances with double doors latched. All interior doors locked. Automatic door switches must be in off position at the end of the night.
- ❖ Do not allow your band/DJ to use smoke. If the alarm does go off, please use the key located behind west door of storage room to reset the alarm. The alarm system is located in the lobby of the civic center. Do not turn alarm off!
- ❖ Renters must be out of Civic Center by 1:30 am. **All catering items must be removed at this time. Pop dispensers may be picked up on Monday mornings. The City is not responsible for items left after 1:30 am.**
- ❖ Air conditioning must be on **AUTO** at the end of the night.
- ❖ For Civic Groups receiving free rental:
  - ❖ Sweep/mop
  - ❖ Remove garbage (including bathrooms)
  - ❖ Kitchen/utensils cleaned and put away
  - ❖ Tables and chairs cleaned and replaced where found
- ❖ Report any damage to City Hall.

By renting the Civic Center you agree to abide by the rules, regulations and clean up policy established by the City of Stewartville. I understand that if I do not abide by these rules that the damage/clean up deposit or a portion thereof may be forfeited. I also understand that I am responsible for all damages beyond the \$200 deposit.

If I represent a Civic user group utilizing the free rental policy, I understand that my group will be denied future free use of the facility for any violation of the rules, regulations and clean up policy.

**THE CITY PROVIDES SEVERAL MUNICIPAL PARKING LOTS NEARBY THE CIVIC CENTER. PLEASE USE THESE LOTS AND AVOID PARKING IN THE PRIVATE PARKING LOT ADJACENT TO C&F VIDEO.**

**A MONITOR WILL BE ON DUTY TO MONITOR PARKING LOTS AND POINT OUT PUBLIC PARKING LOTS.**

**Signature:** \_\_\_\_\_ **Date of Rental:** \_\_\_\_\_

# STEWARTVILLE CIVIC CENTER POLICY

The Stewartville Civic Center is intended as a multi-use facility designed to accommodate the social and recreational needs of the Stewartville area. The purpose of this policy is to establish rules of operation that provide equal opportunity and access to the facility that are consistent with the State and Federal law. In addition, it is the intent of this policy to provide for public/non profit use as well as private rental, all at an acceptable cost to the general taxpayer. No for-profit or non-profit group may book the Civic Center for more than one weekend (Friday/Saturday) per month in order to keep the Civic Center a multi-use facility available to the community.

CAPACITY: Hall - 425 Lounge - 30

Items available:

Tables: 43 - 8x30 tables 19 - 60" round 8/table = 360 people

Chairs: 425

Coffee Pots - (3) 100 cup

Creamers & Sugars - 30 ea

Salt & Pepper Shakers - 60

Ash Trays - 60

Coffee Servers - 45

- ❖ Hall rentals are \$325 paid in advance (includes kitchen but not lounge)
- ❖ Half Hall rentals are \$200 paid in advance (includes kitchen area)
- ❖ Lounge rentals are \$35 for 3 hours and \$10 for each additional hour (includes kitchen)
- ❖ Lounge rental accompanying hall rental if \$35.00/night
- ❖ Damage/Clean up deposit of \$200 is required for all use. Users will agree to pay for all damages beyond the \$200 deposit. The facility will be checked by City Staff prior to the release of the deposit. All users will be notified of any damage and the amount of same. Users can appeal damage claims to City Hall, but must do so promptly. We will also hold the \$200.00 if cleanup has not been properly taken care of.
- ❖ Reservation Policy - A reservation is not confirmed until the first \$100 of the rental fee is paid. Full payment is required prior to the event. Reservations cancelled prior to 60 calendar days will receive a full refund. The deposit will not be returned for cancellations under 60 days.
- ❖ All lounge furniture must remain in the lounge area.
- ❖ Decorations - No decorations may be hung from ceiling or walls. A "fish line" has been hung around the perimeter of the hall for your use.
- ❖ Setup will be allowed after 12:30 p.m. the previous day unless that day is rented or if the Senior Citizens are using the hall for a special event.
- ❖ All personal property must be removed before leaving.
- ❖ Civic groups will pay \$75 for a monitor if they are expecting 75 or more people to attend their event.

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**Signature:\_\_\_\_\_Date of Rental:\_\_\_\_\_**

**MAKE CHECKS TO: CITY HALL PO BOX 275 STEWARTVILLE MN 55976**