

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: 41 - 8x30 tables / 29 - 60" round / 2-48' round 8/table = 360 people

Chairs: 425

Coffee Pots - (3) 100 cup Coffee Servers Available

Table service and linens are not provided.

- ❖ Hall rentals are \$450 (includes kitchen but not lounge) weddings are whole hall only.
- ❖ Half Hall rentals are \$250 paid in advance (may include kitchen area) Only half the hall may be used, if the whole hall is used we will charge the full price of \$450.
- ❖ Lounge rentals are \$50 for 3 hours and \$10 for each additional hour (may include kitchen)
- ❖ Lounge rental accompanying hall rental is \$50.00/night.
- ❖ **Damage/Clean up deposit of \$500 is required for all use- due when key for building is picked up. Users will agree to pay for all damages beyond the \$500 deposit. The facility will be checked by City staff prior to the release of the deposit. **The damage deposit will be returned after 10:00am the following Monday after the event.** All users will be notified of any damage and the amount. Users can appeal damage claims to City Hall, but must do so promptly. We will also hold the \$500.00 if cleanup has not been properly taken care of, as well as liquor provided without proper license. If damage has occurred 2 times during your rental history, you will no longer be able to rent the Civic Center.**
- ❖ **Reservation Policy - A reservation is not confirmed until the first \$100 of the rental fee is paid. The deposit is due within 2 weeks of booking the date. Full payment is required 30 days before the event. Reservations cancelled prior to 90 calendar days will receive a full refund. The deposit will not be returned for cancellations under 90 days. We must be notified 60 days in advance to rent the Civic Center.**
- ❖ All lounge furniture must remain in the lounge area.
- ❖ Decorations - No decorations may be hung from ceiling or walls. Ceiling clips are available upon request, they must be taken down after the event and left in the kitchen. Be careful to prevent ceiling tile damage. Wires and tape are not allowed on the floor or walls.
- ❖ All personal property must be removed before leaving.
- ❖ Civic groups may pay \$125 for a monitor if they are expecting 75 or more people to attend their event, or supply a qualified monitor from their organization.
- ❖ The Civic Center is a smoke free building

RENTAL CONTRACT FOR CIVIC CENTER

RENTAL FEES	COST PER EVENT	AMOUNT DUE
Whole Hall	\$450.00 (monitor charges may apply)	
Half Hall	\$250.00 (monitor charges may apply at an additional \$25.00 an hour.)	
Lounge	\$50.00 for 3 hours/ \$10.00 for each additional hour	
Damage Deposit	\$500.00 per event	
Monitor charges	Additional \$25.00 per hour may apply	

THIS AGREEMENT, MADE AND SIGNED THIS _____ day of _____ 20__ by and between the City of Stewartville, and Renter _____ agree as follows:

- Renter will be responsible for the following payments to the City of Stewartville for rental of the Civic Center on the event date of _____, 20_____.
- Payment is \$450.00 for the whole hall, \$250.00 for half hall and \$50.00 for lounge for 3 hours(\$10.00 for each additional hour)
- Payment of \$500.00 for damage deposit is due the day key is picked up and will be refunded if all requirements are met which includes liquor restrictions.
Paperwork and deposit due by _____, 20____.
Final payment is due 30 days from event date _____ 20____.
- The submission of a copy of the alcohol provider's license (if applicable) is due at the time the building key is picked up.
- Renter will be able to pick up the key one business day before event date. If the event date is a Saturday or Sunday, renter will need to pick up the key on Friday. Key will be returned to City Hall on the next business day following usage, or in the payment box located in the parking lot.
- Return of the Damage deposit will be granted if Renter was in compliance with all rules, responsibilities and specifications of the contract. This shall include a site check by City officials and security (if applicable). Deposit return will be given after the next business day of the event. It will be forfeited if:
 - There is any damage to the property or belongings.
 - The number of attendees exceeds the maximum occupancy.
 - Renter is selling or giving away alcohol to attendees without a valid liquor license.
 - Attendees and Renter have not left the building with all their belongings and decorations by 1:30a.m. Fri and Sat and 10p.m. Sun or if the Renter returns to the facility after the designated times.
 - Any other rules on the Renter agreement form are broken.

City of Stewartville
 _____ / _____
 City Employee Signature(date)

Renter
 _____ / _____
 Renter's Signature (date)

 Printed Name (date)

 Printed Name (date)

Caterer _____

Liquor Provider _____

I understand that the City of Stewartville is not responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE CITY OF STEWARTVILLE FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE CIVIC CENTER BY ME OR ANY OF MY GUESTS.

RETURN This contract must be signed and returned to City Hall to confirm date.
 Make checks to: City Hall, PO Box 275, Stewartville, MN 55976 507-533-4745

STEWARTVILLE CIVIC CENTER

CLEAN UP RESPONSIBILITIES

- ❖ Garbage must be bagged, secured and put in the dumpster on the north side of the building. (Liquid leaking from bags is not acceptable) Parking lots must be picked up, including cigarette butts etc. need to be cleaned up or damage deposit will be held.
- ❖ All tables and chairs must be wiped down. (**RENTERS ONLY -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 kitchen 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 on Friday and Saturday/10:00pm on Sunday. **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 you are out of the hall.**
- ❖ Air conditioning must be on **AUTO** at the end of the night. Do not set air below 70* the air conditioning units will freeze.
- ❖ Report any damage to City Hall

THE CITY PROVIDES SEVERAL MUNICIPAL PARKING LOTS NEARBY THE CIVIC CENTER. PLEASE USE THESE LOTS MARKED WITH NUMBERS AND AVOID PARKING IN THE PRIVATE PARKING LOT ADJACENT TO C&F VIDEO (1ST 2 ROWS OF PARKING.)

A MONITOR WILL BE ON DUTY TO MONITOR PARKING LOTS AND POINT OUT PUBLIC PARKING, THEY WILL ALSO BE THERE FOR SECURITY FOR ALL EVENTS.

**Note: Civic Groups are responsible for 100% of the clean up and resetting table and chairs to original positions.
(See Map on Chair room door)**

CITY OF STEWARTVILLE POLICY ON LIQUOR USE AT STEWARTVILLE CIVIC CENTER

GENERAL

It has been brought to our attention that some renters and caterers of the Stewartville Civic Center have been confused on what type of law/policy governs the use or sale of liquor at the Stewartville facility. Basically, the use or sale of liquor at the Civic Center is governed by Minnesota Statutes. In addition, renters or caterers must be aware that the City of Stewartville specifically does not insure for or accept any liability related to the use or sale of intoxicating liquor at the Civic Center.

LEGAL SALES

There are only two types of legal sales of alcoholic beverages at the Civic Center that are allowed by law. They are as follows:

- A. Temporary licenses: Issued to clubs or charitable, religious or non-profit organizations in existence for at least three years.

- B. Transfers (340.404 Sub 4) Special provision; sports, conventions, or cultural facilities. The governing body of a municipality may authorize a holder for a retail on-sale intoxication liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policy making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises, and may dispense intoxicating liquor only to persons attending the event. The license may not dispense intoxicating liquor to any person attending or participating in an amateur athletic event held on the premises.
 - **All other sales by non-licensed individuals are strictly prohibited by law.**
 - **Under State law you may not sell or distribute free liquor to your guests, you must contract thru an “On Sale Liquor License Holder.” This license must be approved by City Council before the event. If liquor is served without the approval of the City Council and an on Sale Liquor provider is not used your damage deposit of \$500.00 will forfeited.**

Civic Center Rental Application

1. Date of Application _____ Date of Rental _____
Lounge _____ Half Hall _____ Entire Building _____

2. Name of Person applying

Name _____

Address _____ Phone: _____

City _____ State _____ Zip _____

Damage deposit returned to above address Yes _____ No _____

3. Describe the event in full (Give approximate times, celebration type, etc.) _____

4. What is the maximum number of people expected to attend? _____
Fire code restrictions limit the max of 425 persons.

5. Will beer or other alcoholic beverages be consumed during this event?
Yes _____ No _____

Note: If dancing, beer or other alcoholic beverages are a part of this rental usage, the following restrictions must be observed with no exceptions:

1. No beer or other alcoholic beverages will be sold by the Renter or Caterer. Alcoholic beverages may be sold by a vendor that holds a valid **ON-SALE** liquor license and is in compliance with all local rules, laws and ordinances.
2. There will be no advertising or public solicitation for the event.
3. There will be no charge for admission.

If alcoholic beverages are supplied without the proper liquor license your damage deposit will not be refunded.

6. If alcoholic beverages will be sold who is the licensed vendor?

RETURN We will need to have a copy of the vendor's liquor license before receiving a key to the building.