

Marine Village Hall Rental/Reservation Agreement

Thank you for booking your event at the Marine Village Hall. This contract is designed to facilitate the orderly use of the Village Hall, built in 1888 and to protect its historical value.

Please read this agreement thoroughly, as it contains your responsibilities as the renter for the event.

Rental Date (s) _____ Start Time(including setup) _____

End Time (including clean-up) _____

Renter Name _____

Street Address _____

City/State/Zip _____

Phone _____

Email _____

Description of Event _____

Number of Guests _____

Name of Caterer and Phone number, if any _____

Daily Rental Rates and Calculation

Rental Rate Per Day

Resident

Non-Resident

_____ Upstairs Ballroom	\$300 x # of days _____	\$650 x # of days _____
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_____ Council Chambers (cannot be rented separately)	\$50 x # of days _____	\$100 x # of days _____
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_____ Set-up on day prior to event? (after 12pm)	\$50	\$50
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_____ Damage Deposit (will be refunded when it has been determined that this Contract has been fulfilled)	\$750	\$1000
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_____ Cleaning Fee	\$100	\$100
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Total Rental Fee _____

Will liquor be served? (If "yes", Liquor Addendum required) _____

(Rental Fee is due no later than 2 months prior to scheduled event. It is payable by cash or check to the City of Marine. If another request for the date comes in, then half of the rental will be due immediately to confirm a hold. See City Clerk for details.)

Resident/Non-Resident Rates: Resident rates are available to residents of City of Marine for their personal use. Residency will be verified at the time the rental agreement is signed. Residential rate applies to current resident or parent of renter. No resident may rent hall at residential rate for a non-resident.

Rental Period: The rental period shall be as specified in this agreement. Access to the Hall on the day prior to the event is permitted, subject to availability, if the additional fee is paid and access will not interfere with other users.

Occupancy: Limited to 165 and is fully handicapped accessible via elevator.

Keys: Keys must be picked up before scheduled function during regular office hours; 8:30am to 12:00pm and 1:00pm to 4:30 pm, Monday through Thursday or 8:00am to 12:00pm Fridays. Keys must be returned to the office the next business day following the event.

Rental Fees: Rental fee is due 2 months prior to event. Rental fees are payable by cash or check to the City of Marine.

Damage Deposit and Cleaning Fees: Damage deposit and cleaning fee must be made in cash **ONLY** prior to picking up the key for the event. Cash deposits will be returned when it is determined that this contract has been fulfilled and upon return of the key. All or a portion of this deposit will be retained for any cleaning exceeding 2 hours, at the rate of \$50 per hour, or for any damage to facility. The deposit will be retained in full if any cigarette butts are found inside the hall, on the 2nd floor south emergency exit balcony, on the first floor east exterior stage access or within 10 feet of the building.

Cancellations: Rental fees are fully refundable if a written cancellation is received no less than 30 days in advance of the event.

Smoking Prohibited: Smoking is strictly prohibited inside the Village Hall, on the 2nd floor south emergency exit balcony, first floor east exterior stage access, or within 10 feet of the building on all sides. Violation of this rule is a misdemeanor punishable by fine or jail. It is the responsibility of the renter to enforce the non-smoking policy.

Decorations: Decorations, in addition to being required to be NON-FLAMMABLE, shall NOT be attached to any wall or light fixture in the building with nails or staples. Tape, ribbon or string is acceptable. All decorations must be removed at the end of the event including tape. No decorations that will damage any part of the building, inside or outside, will be allowed. Candles may be used only if they are contained in a non-flammable votive or globe. Real Christmas trees are specifically forbidden inside the hall.

No nails or staples.

No glitter, confetti or sequins, as it is difficult to clean from floors.

No items hung from supports except light weight cloth or tulle. See clerk for details.

No rice, birdseed or silly string, inside or outside.

No dancing wax may be used on the floor.

No bubbles or bubble machines.

Utilities: All doors must be closed when the heat or air conditioning are on. Turn off all lights at the end of your event.

Security: Check, close and lock all doors at the end of your event, including the ballroom fire escape door, door to ballroom from stairs, front door and council room door, if rented. Secure windows throughout the building.

Equipment provided: There are 12 eight-foot tables and 160 folding chairs upstairs as well as 2 counter height, rolling buffets/bars. The number of tables and chairs is subject to change; please take inventory of what you need prior to your event.

Sound and Light Equipment: Special use rules apply. See City Clerk.

Stage use: Stage is available for use for your event. Historic Axel Lindahl stage curtain is to be left in the rolled-up position. Special use rules apply. See City Clerk.

Kitchen Use: The Marine Village Hall has a small, non-commercial kitchen to be used for serving coffee and light refreshments not requiring use of major kitchen appliances (stove/ovens). Beverages are to be served in designated locations and proper care is to be taken to avoid spills. Wipe up all food and beverage spills immediately. Kegs or ice buckets need to be placed on waterproof mats available from the City. See City Clerk.

Clean-up, general:

- All floors must be swept, including stairs and bathrooms.
- Wash all tables that have been used. Also, wash chairs that have been spilled upon.
- Mop up any spills.
- All refuse and recycling, including from kitchen and bathrooms, must be put into the trash cans and recycling cans to the south of the building along the fence.
- Place coffee grounds into garbage and NOT sinks.
- Return all chairs and tables to racks and table storage.
- Return the kitchen to a clean condition. Leave sinks and countertops clean.
- Leave upstairs shutters open.

Miscellaneous: Renters are responsible for the safety of those using the hall as well as the customary good conduct of their guests. Juvenile groups shall be properly supervised by adults. This includes preparation and clean-up activities. Responsible party must remain in the building for an hour after any event to guard against possible fire. Renter agrees to release, discharge, hold harmless and indemnify city for all damages or claims that arise or grow out of the rental period.

Acknowledgement/Signature:

I hereby acknowledge receipt of a copy of this agreement and the accept the responsibilities listed herein as renter of the Marine Village Hall. I understand that violation of the terms of this rental agreement may result in denial of future use of the facilities.

Renter Signature:

Date:

City Representative Signature:

Date:

For City Use Only:

Rental Fee Paid: _____

Deposit Paid: _____

Keys issued to: _____

Key returned: _____

**Deposit retained/
refunded:** _____