

Marine Village Hall Rental Agreement

RENTAL CONTRACT FOR MARINE VILLAGE HALL 121 Judd Street

The City of Marine on St. Croix and _____ (renter) have agreed to the following Rental Contract:

1. Full Rental Fees and Deposits:

- a. Marine residents \$300 plus \$750 deposit
- b. Non-residents \$650 plus \$1000 deposit
 - i. The deposit will be returned when it has been determined by the city public works person that all requirements of this Contract have been fulfilled.
 - ii. One-half of the deposit will be retained if any cigarette butts are found anywhere inside the facility
 - iii. The deposit and fees must be paid to the city clerk-treasurer one week in advance of the rental period. The funds will be deposited in the City account upon receipt.

2. Hourly Rental Fees and Deposits:

- a. Marine residents \$25/hour (Maximum of 3 hours)
- b. Non-residents \$50/hour (Maximum of 3 hours)

3. Cleaning Fee:

\$100 for both Marine Residents and Non-residents

4. Waiver of Rental Fees:

- Meetings conducted or sponsored by the City or other units of government (i.e Watershed, Washington County, etc)
- Local, State and National Elections and Caucuses
- Fireman's Streetdance
- Marine Restoration Society meetings and events
- Marine Resident Homeowner's Association Meetings

5. Waiver of Damage/Key Deposit and Cleaning Fee: The damage and key deposit and cleaning fee shall be waived for any group or event qualifying for the waiver of rental fees. However, if the facility is not cleaned property (as determined by City Staff), the renter will be charged for the actual cost of hiring a cleaning crew and in the future will be charged the Cleaning fee. In addition, if the school building key is not returned, the renter will be charged to replace the key.

6. Occupancy: 165

7. Operating Rules:

- a. All backdrops, decorations, table ornaments and decorations used in the building must have the approval prior to the event taking place. This includes school events such as plays.
- b. Decorations, in addition to being required to be non-flammable, shall NOT be attached to any wall or light fixture in the building by nails or staples. Tape, ribbon, or string is acceptable. The walls have been restored and painted and should be treated as one would one's own

- home.
 - c. Candles may be used only if they are contained in a non-flammable votive or globe.
 - d. No glitter, confetti, rice, birdseed, silly string or bubbles/bubble machines inside building
 - e. There are approximately 180 metal folding chairs.
 - f. Lighting equipment may be used if the stage is being used or a performance is taking place. Special use rules apply.
 - g. Beverages are to be served in one designated location and proper care is to be taken to avoid spills. Coolers, kegs, beverage tubs, and ice buckets must have a protective, waterproof mat underneath them.
 - h. All FIRE EXITS must be unlocked while the building is in use.
 - i. Renters are responsible for the safety of those using the hall as well as for the customary good conduct of their guests. Juvenile groups shall be properly supervised by adults. This includes preparation and clean-up activities, and a responsible adult who shall sign and be responsible under this Agreement.
 - j. Responsible party must remain in the building for an hour after any event to guard against possible fire.
 - k. NO DANCING WAX MAY BE USED ON THE FLOOR.
 - l. No structural alterations, repairs, or painting will be allowed except by special permission of the city council.
 - m. There shall be no smoking anywhere in the building or on school grounds. Any cigarette butts found will result in the forfeiture of ½ of the damage deposit.
 - n. Renter agrees to release, discharge, hold harmless and indemnify city for all damages or claims that arise or grow out of the rental period.
8. It is the renter's responsibility to return the hall to the city in the following condition:
- a. Wipe up all food and beverage spills immediately.
 - b. Sweep and mop the floors.
 - c. Collect trash and place in covered trash containers provided outside the building.
 - d. Collect recycling and remove from premises.
 - e. Place chairs in storage racks.
 - f. Turn heat off.
 - g. Lock entry door
9. **Keys:** Keys must be picked up prior to the scheduled event during regular office hours and returned the next business day following the event.
10. **Cancellations:** Rental fees are fully refundable if a written cancellation is received no less than 30 days prior to the event date.
11. **Residential/Non-resident Rates:** Resident rates are available to residents of City of Marine only. Residency will be verified at the time the rental agreement is signed. Residential rates apply to current residents only. Residents may not rent the hall for the resident rate on behalf of a non-resident.

Rental Date: _____ **City Clerk Initials/Date**

Dated: _____ **Signature of Renter**