



City of

Eitzen

202 E Main Street/ Eitzen, MN 55931
PH: 507.495.3017 FX: 507.495.3170

Eitzen Community Center Application for Rental

Applicant Name: _____ **Group/Organization:** _____

Purpose: _____ **Est. # of Attendees:** _____

Address: _____ **City:** _____ **ST:** _____ **ZIP:** _____

Phone: _____ **E-mail:** _____

Date(s) of Requested Use: _____ **Time of use:** _____

Will Alcohol be served? Yes No

Will kitchen be used for a meal? Yes No

Will decorations be used? Yes No If yes, when would you like to decorate facility? _____

Rental Options:

___ **Dining Hall (1/2 day rate)** **\$75**
Suggested for showers & small parties
Payment due at time of reservation

___ **Dining Hall, Shelter & Serving Area (daily rate)** **\$150 + \$200 Damage Deposit**
Suggested for reunions, graduations, events & larger parties
A \$50 Deposit due at time of reservation. Full payment & damage deposit due 7 days before event.

___ **Wedding Rental- Dining Hall, Shelter & Serving Area (includes day before wedding at 10am - Sunday 9am) Additional \$50 for Sunday Rental.** **\$300 + \$200 Damage Deposit**
Payment: \$50 Deposit due at time of reservation. Full payment & damage deposit due 7 days before event.

Community Center seats approximately 250 people - We provide 21- 8ft tables and 4 - 6ft tables & 250 chairs.

All rental deposits are non-refundable.

Additional Notes: _____

Agreement

The undersigned agrees to abide by the rules governing the use of the Eitzen Community center listed on the back side of this application. If the applicant is an organization, the undersigned hereby certifies that he/she is authorized by the organization to enter into this contract, accepting the rules for the use of the Community Center premises. In the event the individual is not authorized to bind the organization, then the undersigned agrees to assume personal responsibility for compliance with the building use rules on the back side of this application.

Applicant Printed Name

Signature

Date

Eitzen Community Center

Rental Agreement

The Eitzen Community Center buildings shall be operated in accordance with the rules set forth below. Any individual or organization requesting the use of this facility shall abide by these rules.

I. DAMAGE/CLEAN-UP DEPOSIT

- A. \$200.00 due at the time of booking should be paid by the applicant.
- B. Deposit will be returned within ten working days upon satisfactory inspection. All personal property of the renter must be removed. Any damage to property will be assessed a replacement/repair fee and subtracted from the damage deposit. Damages in excess of the deposit will be billed to the renter. The building key must be returned within 24 hours after the event and may be dropped off at the City Hall deposit box in an envelope with the applicant's name on it.

II. CANCELLATION PROVISION

- A. The prepaid fee will be returned if the event is cancelled ninety days or more prior to the scheduled date.
- B. The damage deposit will be forfeited if the event is cancelled within ninety days of the scheduled date.

III. GENERAL TERMS AND CONDITIONS

- A. Termination.** If the Eitzen Community Center shall be damaged or destroyed by any unforeseen occurrence which renders the fulfillment of the terms of this agreement impossible, this agreement shall terminate and the renter's deposit shall be returned. The renter waives any claim for damages or compensation in the event of such a termination.
- B. Decorations:** Nothing can be done to mar or deface the property. No nails, hooks, tacks or screws may be driven in any part of the building. Candles must be enclosed to the height of the flame. Tape used to fasten decorations shall be removed after use from all walls, tables etc. The Eitzen Community Center is not responsible for any property placed in the building.
- C. Smoking:** This is a No Smoking facility. No smoking is allowed within the building including the restrooms.
- D. Alcohol:** Applicant is solely responsible, if applicant is concerned, consult legal council. If alcoholic beverages are to be consumed on the premises, the applicant requesting use shall so state at the time the application is made. Individuals under the age of 21 shall not be allowed to consume alcoholic beverages on the premises. No open containers of alcoholic beverages shall be taken off the premises.
- E. Permits & Security:** The applicant is responsible for securing any permits that may be required for an event. If the Community Center deems it necessary to hire security personnel for the event, then the applicant shall contract for and pay for such services. Applicant agrees to allow premises to be accessible during rental to the Houston County Sheriff Department, Medical Personnel, and Community Center representative.
- F. Miscellaneous:** Any decision affecting any matter not expressly specified in this agreement shall rest with the City Clerk of Eitzen.
- G. Cleanup:** After using the building for an event the applicant shall complete the Community Center Checklist before leaving the premises.

***Checklists are posted in the Community Center Kitchen.**

Please sign and return agreement with deposit. For ½ day rentals, return with full payment.

**For questions, please contact Eitzen City Hall at 507.495-3017 or
e-mail eitzen@acegroup.cc**



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Community Center Rentals Checklist

- Do not leave items in the building or food in the refrigerator or freezer.
We are not responsible for items left at the Community Center.
- Put trash from **ALL** garbage cans (including bathrooms) in the dumpsters. Put recyclables in separate containers.
- Clean Kitchen (if used) and return all used items to appropriate place. Leave sink clean and free of debris.
- Wash all table tops & chairs before returning them to storage.
- Sweep & mop all floors, including kitchen & bathrooms. Brooms & mops are in the storage room. Vacuum all rugs.
- If you put up tables and chairs for your event, you are also responsible for putting them away.
- Check bathrooms and kitchen. Make sure no water is running.
- Make sure inside and outside lights are working properly and turned off when you leave.
- Make sure outside grounds are clean.** All paper, cans, bottles, cigarettes, decorations etc. must be picked up after your event.
- For wedding rentals, total clean up must be done by 10:00 a.m. the following day, unless other arrangements have been made.
- Drop off keys at City Hall in drop box

For questions, please contact Eitzen City Hall

507.495.3017

eitzen@acegroup.cc

Regular Business hours are Monday, Wednesday, Friday, 9:00 am to noon.