

City of Callaway
P.O. Box 116
Callaway, Minnesota 56521
218-375-4691

CALLAWAY COMMUNITY CENTER FACT SHEET

The Callaway Community Center (owned by the city) takes reservations by contacting City Hall, 218-375-4691. All rentals subject to approval by the City Council.

Full payment for the rental is due and must be paid prior to picking up the keys.

The key will NOT be released without FULL payment.

Any and all complaints should be directed to the members of the Callaway City Council, and submitted in writing.

In case of any mechanical problems with the building, the first person to contact would be the City Maintenance Supervisor, Matt Dillon. Home phone: 218-234-8713.

The cost is \$350.00 for rental, with a \$100.00 damage deposit and \$100.00 cleaning deposit.
The use of the front dining area only is based on an hourly scale. \$100.00 (4 hrs.), \$125.00 (6 hrs), \$150.00 (over 6 hrs.)

Funeral rental costs will be decided by the Event Center Committee and/or Mayor.
Benefit rental costs will be decided by the Callaway City Council; reduced fee for those who live in town or go to the churches in town.

Maximum seating capacity is 320 in the Dance hall, and 80 in the front dining area. There are approximately 30 tables and 340 chairs. If more tables and chairs are required than are provided, it would be the renter's responsibility to obtain the needed furniture.

Renters responsible for setting up chairs, tables and stage area.

There is table service for over 200. The facility has a stainless steel kitchen with cooler and freezer space available. There is also a dishwasher; two gas ranges complete the kitchen ensemble.

All kitchen utensils are available for your use. If other kitchen equipment is needed other than what is provided, it is the responsibility of the renter to obtain the desired equipment.

A full service bar is available. Bartenders and security will be provided.

No fixtures are to be removed, even temporarily, such as lights, fans, wall décor, pictures, etc. All tables, furniture, and coat racks must be returned to their former locations after the rental is over.

Damages: The party renting the Event Center shall be held responsible for all damages occurring to the Event Center property during the rental. The rental party will be billed for replacement costs, merchandise and labor, that are accrued.

FINAL DECISIONS WITH REGARD TO ANY POLICIES IS AT THE DISCRETION OF THE CITY OF CALLAWAY. THE CITY OF CALLAWAY WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

The Callaway City Council meets on the second Tuesday of each month.