

CITY OF CALLAWAY EVENT CENTER
403 Main Ave, Callaway, MN 56521
RENTAL AGREEMENT

NAME _____ DATE OF EVENT _____

ORGANIZATION/COMPANY _____

ADDRESS _____

PHONE # _____ TYPE OF EVENT _____

FRONT W/KITCHEN 4 Hours _____ \$125.00 FRONT W/KITCHEN 6 Hours _____ \$150.00

FRONT W/KITCHEN Over 6-8 Hours _____ \$175.00 WHOLE BUILDING _____ \$450.00 (8AM-1AM)

ESTIMATED ATTENDANCE _____ RENTAL HOURS _____ TO _____

EVENT HOURS _____ ENDS AT _____

WILL ALCOHOL BE SERVED? _____ WILL ALCOHOL BE SOLD? _____

ALCOHOL IS PROVIDED BY EVENT CENTER STAFF ONLY. SECURITY IS PROVIDED FOR ALL FUNCTIONS SERVING ALCOHOL. THIS IS NOT AN OPTION.

WILL FOOD BE SERVED? _____ *IF YES, PLEASE SUBMIT THE KITCHEN'S AGREEMENT.*

ARE YOU PLANNING TO HAVE ENTERTAINMENT? _____

IF YES, PLEASE REVIEW AND SUBMIT THE ENTERTAINMENT AGREEMENT.

****NO ALCOHOL SERVED AFTER 12:00 A.M.**

Kitchen closed by 12:00 A.M.

EVENT CENTER MUST BE VACATED BY 1:00 A.M.**

*****THIS IS A SMOKE-FREE FACILITY*****

Limited Air Conditioning

Premises As Is – NO WI FI SERVICE

EVENT CENTER RENTAL AGREEMENT

The undersigned does hereby request that the City of Callaway allow use of the Callaway Event Center and agrees to abide by all the following terms and conditions of this agreement together with the written ordinances adopted by the City which govern the use of the facility.

1. The undersigned has toured the facility and states that the facility is in good and clean condition and that it is safe to be used for the purposes requested in the application form.
2. The undersigned agrees to not allow any activity to be conducted during the time they use the facility that would or could lead to damage to personal property or personal injury to any person. The undersigned agrees to defend and indemnify the City of Callaway and the Callaway Event Center from any liability for any loss or damages should any such damage or personal injury occur at the event or because of the event.

3. The undersigned agrees that after use of the facility, they will leave it in the condition in which it was prior to their use. This includes removing all garbage and placing it in the dumpster across from the Event Center. Miscellaneous garbage and debris on the Event Center floor are also considered garbage and must be removed and placed in the dumpster. If clean-up is not done, the City shall have the facility cleaned and the undersigned agrees to forfeit their cleaning deposit.
4. The undersigned understands that the City of Callaway will collect a **security deposit, at the time of booking, in the amount of \$100** to hold your date as booked. The booking deposit will be forfeited by the undersigned if the event is cancelled, postponed, or rescheduled. **The balance of all fees is due prior to picking up the keys at the Callaway Municipal Liquor Store.**
5. The undersigned understands that the City of Callaway will **collect two deposits: 1) a cleaning deposit of \$100.00, and 2) a damage deposit of \$100.00, at rental time with the balance of the rental.** The undersigned understands that there will be a complete walk through done after event has ended to determine if cleaning deposit will be returned. Due to the difficulty of cleanup and discoloring to the floor, **no confetti is allowed.** If there is any damage to the Event Center, undersigned agrees to forfeit cleaning deposit and pay the cost of repair or replacement of any damaged property. If damage to Event Center exceeds the \$100.00 cleaning deposit, undersigned shall pay for these damages within thirty (30) days of demand. If damages are not paid within thirty (30) days of demand, the undersigned shall pay for the damages and for all costs of collection of those damages, including but not limited to costs and attorney fees. If Event Center is left in good condition, cleaning deposit will be mailed back to renter within thirty (30) days.
6. A signed Kitchen Agreement is required for use of the kitchen. A walk through of the kitchen by Event Center staff will determine if the requirements in the Caterers Agreement have been met and whether to return the cleaning deposit. **All deposits are due at time of picking up the keys.**
7. The undersigned may not bring or allow any alcoholic beverages to be brought into the Event Center. If the undersigned wishes to have alcoholic beverages served at the event you must make prior arrangements with the liquor store manager. Provided satisfactory financial arrangements can be made, alcoholic beverages will be provided at the Event Center by the Event Center staff.
8. No person under the age of 21 will be served or allowed to drink any alcoholic beverages. If a minor is caught with an alcoholic beverage, they will be asked to leave immediately from the Event Center.
9. All doors shall be unlocked and left unlocked during the time of the event.
10. The undersigned agrees to notify all persons attending the event of the terms and conditions of this agreement, including prohibitions regarding alcoholic beverages and the NO SMOKING policy.
11. Any problems or violations of this agreement or city ordinances shall be reported to the Event Center management or personnel and/or local law enforcement immediately.
12. Failure to abide by these conditions of this agreement, which have been established by the City of Callaway, may cause restrictions on future use and may subject the renter to liability for any loss or damage.

I AGREE TO RELEASE, DEFEND AND INDEMNIFY THE CALLAWAY EVENT CENTER, THE CITY OF CALLAWAY, THEIR EMPLOYEES AND ELECTED OFFICIALS OF ALL LIABILITY RELATED TO ACCIDENTS OF INJURIES WHICH MYSELF OR MEMBERS OF MY FAMILY OR OTHERS MIGHT INCUR WHILE PARTICIPATING IN THE ABOVE-MENTIONED ACTIVITIES AT THE CALLAWAY EVENT CENTER.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AS THE RENTER OF THE CALLAWAY EVENT CENTER.

SIGNATURE _____ DATE _____

EVENT CENTER KITCHEN AGREEMENT

****All agreements are due no later than two weeks prior to the date of your event. ****

The undersigned does hereby request that the City of Callaway allow use of the Callaway Event Center kitchen and its contents and in consideration for the use of the Event Center kitchen and its contents agrees to abide by all of the following terms and conditions of this agreement which govern the use of the facility.

1. The undersigned (caterer/renter) holds all responsibility for any person who becomes ill for any reason relating to the consumption of food served at the event. The undersigned will release, defend and indemnify the Callaway Event Center, the City of Callaway and their employees and elected officials from any liability or damages to any person resulting from or related to the consumption of food served at the event.
2. The undersigned (caterer/renter) is responsible for the cleanup and garbage removal in the kitchen. Clean up includes the following:
 - a. Removal of garbage and placing it in the dumpsters located across from event center.
 - b. RETURNING ALL UTENSILS, GLASSES, COFFEE CARAFES, WATER PITCHERS, ROASTERS, DISHES, SILVERWARE, AND ANY OTHER KITCHEN ITEMS TO THEIR PROPER PLACES. THESE ITEMS MUST BE PROPERLY CLEANED (NO FOOD PARTICLES, GREASE, OR FILM ON ANY ITEMS).
 - c. Sinks shall be rinsed and wiped clean.
 - d. Coffee pots shall be completely cleaned. COFFEE GROUNDS MAY NOT BE PLACED INTO THE SINKS; THEY ARE TO BE DUMPED INTO GARBAGE.
 - e. Grills and ovens shall be cleaned inside and out.
 - f. Dishwasher shall be wiped down and any garbage or debris removed from the inside.
 - g. Refrigerator shall be cleaned inside and out.
 - h. Cupboards shall be wiped clean.
 - i. Event Center does not supply any dish towels, so please bring your own.
 - j. Event Center will furnish the following items: Bathroom paper towels, garbage bags, toilet paper and dish Soap
 - k. Event Center does ***not*** furnish the following items: aluminum foil, sugar, saran wrap, paper napkins, salt and pepper, Styrofoam cups, coffee, paper towels, creamer, dish towels
3. A walk through of the kitchen by Event Center staff will determine if the requirements of this agreement have been met and whether to return the cleaning deposit. If there is any damage to or loss from the Event Center kitchen, undersigned agrees to forfeit cleaning deposit and pay the cost of repair or replacement of any lost or damaged Event Center property. If damage or loss to the Event Center kitchen exceeds the \$100.00 deposit, undersigned shall pay for these damages within thirty (30) days of demand. If damages are not paid within thirty (30) days of demand, the undersigned shall pay for the damages and costs of collection, including but not limited to court costs and attorney fees. If the terms of this agreement have been met, the cleaning deposit will be returned within thirty (30) days. If the Event Center staff has identified a violation of the agreement, the renter has the opportunity to correct the problem in order to have the cleaning deposit returned to them.

I AGREE TO RELEASE, DEFEND AND INDEMNIFY THE CALLAWAY EVENT CENTER, THE CITY OF CALLAWAY, AND THEIR EMPLOYEES AND ELECTED OFFICIALS OF ALL LIABILITY FOR ANY DAMAGES OR LOSS RELATED TO ACCIDENTS OF INJURIES WHICH MYSELF, MEMBERS OF MY FAMILY OR OTHERS MIGHT INCUR WHILE USING THE KITCHEN AT THE CALLAWAY EVENT CENTER.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AS THE CATERER/RENTER OF THE CALLAWAY EVENT CENTER KITCHEN.

SIGNATURE _____

DATE _____

*NOTE: IF CATERER IS DIFFERENT THAN THE EVENT CENTER RENTER, PLEASE FILL OUT THE FOLLOWING INFORMATION:

NAME OF CATERER: _____

ADDRESS:

EVENT CENTER ENTERTAINMENT AGREEMENT

STATEMENT OF RELEASE

(To be completed by the Entertainer or Renter if they are providing the entertainment)

There is NO WI FI Service at the Event Center.

DATE OF EVENT _____

TYPE OF EVENT _____

I hereby agree to release, defend and indemnify the Callaway Event Center, the City of Callaway, their employees and elected officials of any and all liability for loss or damages related to accidents or injuries which myself, my partners, business associates, employees or others incur while participating in the above mentioned activities at the Callaway Event Center.

SIGNATURE _____ DATE _____

NAME OF ENTERTAINMENT _____

ADDRESS _____

PHONE _____

DUTIES TO BE PERFORMED TO RECEIVE REFUND OF CLEANING AND DAMAGE DEPOSIT:

Duties must be completed after your event.

1. WIPE OFF ALL TABLES AND CHAIRS TO REMOVE ANY SPILLS.
2. DECORATIONS MUST BE REMOVED COMPLETELY.
3. PARKING LOT TO BE CLEANED OF CANS, CIGARETTES, ETC.
4. GARBAGE MUST BE REMOVED. GARBAGE TO BE DEPOSITED IN DUMPSTER ACROSS STREET, NEXT TO CITY HALL.
5. BATHROOM SINKS MUST BE CLEAR, TOILETS FLUSHED, FLOORS PICKED UP.
6. ALL FOOD AND BEVERAGES MUST BE REMOVED. PLEASE CHECK REFRIGERATOR AND FREEZER.
7. DISHES, UTENSILS, EQUIPMENT, ETC. MUST BE WASHED, DRIED, AND STORED.
8. DO NOT PUT COFFEE GROUNDS INTO THE SINKS.
9. KITCHEN SINKS MUST BE DRAINED AND WIPED.
10. OVENS TO BE CLEANED IF USED.
11. EXTRA CHAIRS TO BE RETURNED TO RACKS
12. DOORS MUST BE LOCKED WHEN YOU LEAVE. KEY RETURNED IMMEDIATELY OR PUT IN DROP BOX.

IF ABOVE CONDITIONS ARE MET, YOUR DEPOSIT WILL BE RETURNED TO YOU BY MAIL.

Thank you for hosting your event at the Callaway Event Center!