

## CALLAWAY EVENT CENTER FACT SHEET

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

Full payment for the rental is due and must be paid prior to picking up the keys. If your event is held on a Sunday, you must make arrangements to pick up the keys on Saturday. **The key will NOT be released without FULL payment.**

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

The cost is \$450.00 for whole building 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. \$125.00 (4 hrs.), \$150.00 (6 hrs), \$175.00 (over 6 hrs.) including above mentioned deposits. Only the area designated in the rental agreement may be used.

Maximum seating capacity is 300 in the Dance Hall, and 80 in the front dining area. There are approximately 30 tables and 270 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. No equipment or utensils to leave the building. Renters must bring their own kitchen towels and clothes.

A full-service bar is available. Bringing your own bottle functions are prohibited. Bartenders and security will be provided. All entertainment must be preapproved by the Callaway City Council.

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. The renter must remove all decorations and empty all garbage into the dumpster behind City Hall. The renter is responsible for locking the building and securing all doors after the event.

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. All damage must be reported to the City Clerk or Liquor Store Manager. The City will NOT be responsible for any personal property belonging to the user or the user's guests or invitees.

The City does not deny access to the Event Center on the basis of race, religion, sex, creed, age, sexual orientation or nation origin. Allowing any groups to rent the Event Center does not imply endorsement of a group's views by the City.

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