
RAVENNA TOWNSHIP

20425 Red Wing Blvd. Hastings, MN 55033 Phone: 651/480-1902

e-mail: ravennatownship@embarqmail.com Website: www.ravennatwpmn.govoffice2.com

Town Hall Rental Agreement

1. Rental Request

- a) Who May Use. The building and grounds may be made available to Adult residents of Ravenna Township that represent a public entity/club.
- b) Process. All rental requests must be made on the application form provided by the town and shall be delivered to the township clerk. All rental requests must be made at least 14 days before the proposed event. When a completed Rental Application is received, the township clerk will notify the Renter of whether the request is approved. All approvals are subject to and conditioned upon: the payment of all required rental fees and a damage deposit; any modifications, limitations, or additional requirements indicated on the Rental Application; and compliance with all the provisions of this policy and any other applicable rules or regulations.
- c) Rental Hours. The rental hours for a particular Event shall be as indicated on the Rental Application form and approved by the township. The Renter and all attendees must vacate the Hall by the end of the rental hours.
- d) Sublet or Transfer. A Renter may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.
- e) Cancellation. Approved rental requests may be cancelled as provided in this section. Application fees are refundable minus a \$10 handling fee.
 - a) By Township. The Township may cancel any approved rental request in any of the following circumstances: (1) at any time if the Renter fails to comply with any conditions imposed by the Township on the rental including, but not limited to, failing to file the required rental fee and/or damage deposit within the time set; (2) for any reason if the Township provides notice of cancellation to the Renter at least 30 days before the event; (3) at any time for reasons beyond the Townships control, such as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services. In the last case, all fees will be returned.
 - b) By Renter. A Renter may cancel a rental request up to 10 days before the Event. A Renter canceling a rental request within 10 days of the Event forfeits all rental fees paid. The damage deposit will be returned if one was paid.

2. Rental Fees and Damage Deposit

- a) Application Fee. A \$50 application fee must accompany all applications requesting rental of the Hall.
- b) Damage Deposit. The Township shall require a Renter to post a damage deposit of \$200 with the Township at least 14 days before the date of the Event. The Renter is responsible for all damages caused to the Hall or Grounds during the Event. The Town Board may deduct from the damage deposit any repair and clean up costs it incurs to return the Hall to the same condition it was prior to the rental. Any unused portion of a damage deposit will be returned the month following the Town Hall use and the regularly scheduled Town Board meeting (2nd Thursday of each month) since refunds shall be treated as a Township bill and as such must be approved by the Town Board. If the costs to clean and repair the Hall exceed the amount of the damage deposit posted, the Renter shall be responsible for reimbursing

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the Township for all costs the Township incurs to clean and repair the Hall, including all collection costs. The Township will provide the Renter a bill containing an itemized list of the costs incurred and that is due and payable upon receipt.

3. Use of the Hall

- a) Set-Up and Decorations. Decorations may not be affixed to the Hall in any way that damages the building or any furniture, fixtures or equipment in the Hall or on the Grounds. Confetti, birdseed, rice or other like items are prohibited. No furniture, decorations, or other items may be placed in such a way as to block the exits.
- b) Sound Levels. Sound levels must be controlled so as to not cause damage to the Hall or to unreasonably disturb neighbors.
- c) Disorderly Conduct. Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the event and is financially responsible for any damages caused.
- d) Alcohol. No alcoholic beverages shall be sold or otherwise exchanged for compensation in connection with the use of the Hall. No alcoholic beverage is to be consumed in the Hall or on the Grounds.
- e) Gambling. Gambling of any nature or manner is prohibited.
- f) Smoking. The Hall is a smoke-free building and smoking of any kind is prohibited in the Hall and on the Grounds.
- g) Parking. Guests may not park on the lawn or in anyway that causes damage to the Grounds or interferes with traffic or safety.
- h) Charging Admission. Collecting or selling tickets at the door on Township property is prohibited.
- i) Supplies. Supplies will not be furnished by the Township, i.e. cups, garbage bags. Bathrooms will have one roll of toilet paper plus one spare roll and paper towel dispenser will be filled. If more toilet paper or paper towels are required, they are to be supplied by the Renter.
- j) Clean – Up. The Renter is responsible for cleaning the Hall and must return the Hall to at least the same condition it was in before the rental. Tables and chairs should be wiped down. Floors vacuumed and swept (mopped if needed). Garbage is to be taken off site when you leave.
- k) Food. The use of crock-pots, coffee pots, and roasters are prohibited.
- l) Sales. Selling product of any kind is prohibited on the property. Commercial, promotional or sales driven meetings or events are prohibited.

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4. Assumption of Responsibility

The Renter assumes full responsibility for the appropriate conduct of all the group members and Guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Township is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the guests. The Township is not responsible for any items that are left at the Hall by the Renter or the guests.

5. Indemnification

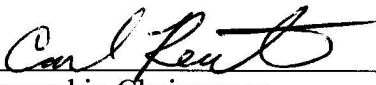
The Renter agrees to defend, indemnify, and hold harmless the Township, its officers, agents, and employees against any and all liability, lost, costs, damages, expenses, claims or actions, including attorney fees which the Township, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or guests.

6. Insurance

The Renter shall be required to provide proof of liability insurance before the Event proving coverage in an amount determined by the Township. The Renter must deliver the proof to the Township at least 7 days before the Event. Failure to provide adequate proof of insurance as required by the Township will void the rental request and any approvals given by the Township.

Adopted this 10 day of June 2010.

BY THE TOWN BOARD



Township Chairperson

Attest: 

Township Clerk/Treasurer

