

# Town Hall Rental Agreement

## Town of Lakewood

3110 Strand Road / Duluth, MN 55803

218-606-6972 / email: [townclerklakewoodmn@gmail.com](mailto:townclerklakewoodmn@gmail.com)

[www.lakewoodtownshipmn.org](http://www.lakewoodtownshipmn.org)

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LAKEWOOD TOWN HALL IS A NON-SMOKING AND ALCOHOL-FREE BUILDING!  
RENTERS MUST BE AT LEAST 18 YEARS OLD.

### Renter Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name or Organization of Rental Party: \_\_\_\_\_

1. **Purpose** or type of rental: \_\_\_\_\_

2. **Refundable Damage Deposit:**

**Resident**

**\$100.00**

**Non-Resident**

**\$200.00**

Check: \_\_\_\_\_ Cash: \_\_\_\_\_ Date received: \_\_\_\_\_

*The deposit amount must be paid to confirm your reservation. Please pay and return contract as soon as possible.*

3. **Date** of rental: \_\_\_\_\_ **Time** of rental: \_\_\_\_\_ to \_\_\_\_\_

*Please include set-up and clean-up times in hours listed above.*

4. **Rental Fee** amount: \_\_\_\_\_ Date received: \_\_\_\_\_

*Rental payment is due during regular office hours: 9:00 a.m. – 12:00 p.m. Tuesday, Wednesday or Thursday the week before your event when you may also pick-up the keys to the building.*

### 5. **CONDITIONS & TERMS OF RENTAL**

- a. The property rented must be used for purposes above stated, and none other.
- b. The premises must be left in a clean and orderly condition: 1. Floors swept & mopped if needed, 2. Tables & chairs wiped off & stacked, 3. Kitchen appliances left in good condition including oven if used, 4. Washrooms left clean, 5. Decorations removed including masking tape, 6. Garbage taken outside & placed in dumpster.
- c. The premises must be used for a lawful purpose. Violation of any laws, statutes or ordinances of Federal, State, County or Township by the renters will result in termination of rental agreement and forfeiture of any rent or deposit paid.
- d. The undersigned renters agree to pay any and all damages to the premises or content thereof, that occurs during the time of its use.
- e. **The Renter is required to provide proof of liability insurance with the application. Renter must deliver the proof to the Town before the Event. Failure to provide adequate proof of insurance as required by the Town will void the rental request. All rental application requests for the Town Hall must be accompanied with a copy of your homeowner's insurance policy rider. No rental key will be given to the renter without the copy.**

## **BUILDING USE HOLD HARMLESS**

Rental Party agrees to defend, indemnify, and save harmless the Town from any and all liens, claims, suits, demands, liability, judgements, costs, damages, and expenses which may accrue against or be charged or may be recovered from the Town by reason of or account of any claim for damage arising from Rental Party, its members, Rental Party employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Rental Party, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Rental Party under this agreement.

We understand the above conditions and do accept them and agree to the terms.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Signature (please print): \_\_\_\_\_

Please return this form with fees to: **Town of Lakewood / 3110 Strand Road / Duluth, MN 55803**

### **6. HALL RENTAL FEES**

Social Activities, Private Gatherings & Group Fund Raisers (Including Rummage)

**Weekday Rate (Monday – Friday):**

**Resident**

**\$85.00** - for the 1<sup>st</sup> four hours

**\$20.00** - for each additional hour

**Non-Resident**

**\$150.00** – for the 1<sup>st</sup> four hours

**\$30.00** – for each additional hour

**Continuing Education or Class Rentals:**

**Resident**

**\$45.00** - for two hours

**\$20.00** - for each additional hour

**Non-Resident**

**\$60.00** - for two hours

**\$30.00** - for each additional hour

**Saturday/Sunday/Holiday Rates:**

**Resident**

**\$190.00** - for full day

**\$100.00** - for half day

**Non-Resident**

**\$300.00** - for full day

**\$150.00** - for half days

The hours for half day rates are: **8:00 a.m. to 4:00 p.m.** and **4:00 p.m. to 12:00 a.m.**

**Long Weekend Rate: Friday 3:00 p.m. to Sunday 5:00 p.m.**

**Resident**

**\$275.00** – long weekend

**Non-Resident**

**\$400.00** – long weekend

Hall rental rates **DOUBLE** for **Special Events** \*(see definition – ie. weddings)

### **7. RESERVATIONS**

- a. All paying rentals have a deposit for damage, failure to leave hall in clean condition will result in loss of your deposit.
- b. The Hall will be reserved when your damage deposit is received in the office.
- c. The rental fee must be paid on **Tuesday, Wednesday, or Thursday** before the event.
- d. Reimbursement is issued the first Board of Supervisor meeting following your event (with the Town Hall being left in satisfactory condition).

## 8. CANCELLATION

- a. To receive a refund, you must cancel one week prior to the event.

## 9. FREE OF CHARGE

- a. Lakewood Township **Community Service Events**
- b. Lakewood Township resident-led **Non-profit group meetings** (you must sign up for space and pick up keys for these events)

## 10. SPECIAL EVENTS

- a. Due to increased maintenance and other liabilities, some events warrant special contractual considerations and increased rental fees.
- b. “Special Events” occurring at the Lakewood Town Hall by rental include those:
  - which are open to the general public
  - which charge admission fees
  - OR, ANY event which expects to gather higher than usual numbers of attendees (defined for Lakewood Town Hall as **>300** visitors, members or volunteers)
- Examples of special events may include: races or other competitions, festivals, multi-team tournaments, large organizational events, large private events such as wedding receptions, etc.
- Special Events are subject to rental fees which are **double** Lakewood Town Hall usual fees.
- Special Event rentals are subject to additional, non-usual contractual obligations, including all of the following:
  - **Proof of Event Insurance** must be supplied by the renting organization, for liability coverage of at least \$1,000,000 per occurrence (as per state legislature requirement). A Certificate of Insurance must be received by town agents along with the rental damage deposit fee, in order to confirm your reservation. The renter should be sure that its insurance agent is correctly informed of these requirements.
  - **Tent Staking:** By state law, Gopher State One must be contacted before any type of digging or stake-driving occurs in connection with a public organized event, to avoid underground utility lines. The renter can visit [www.gopherstateonecall.org](http://www.gopherstateonecall.org) and enter proposed groundwork information online, or may call “811” or 1-800-252-1166 directly. This must be done each year in the case of annual events using the same layout, again according to state law.
  - **Vendor Licenses:** No special vending fees are charged by the township for rental events. However, all vendors selling food or products at your event must have:
    - Current applicable licenses, issued by the State of Minnesota
    - All necessary sales tax permits
    - Product liability insurance
  - **Toilet Facilities:** Lakewood’s town hall has single indoor commode facilities for men and women. There is also an outdoor biffy available for year-round use near the athletic field parking lot. For special events expected to attract **more than 300 visitors or participants**, rental of **at least one additional biffy** is required to be available for the duration of the contracted rental term. The renter may consult directly with a provider of choice regarding recommended facilities, or may see contact information for the township’s facility provider from town agents. Furthermore, the town hall is served by a **septic system**, and is not connected to a city sewer system. The septic system cannot receive paper or garbage items, cooking oil or grease, chemicals, or waste food items. Rental permittees are responsible for **proper disposal of all of these types of items** in the garbage.

- **Garbage Disposal/Recycling:** When additional garbage and recycling receptacles are needed beyond the single dumpster that is currently available at the town hall, they will be arranged and paid for by the event permittee. Consult directly with a refuse container provider of choice regarding what equipment is recommended for an event of the size expected. For recyclable materials, arrangements should be made with township recycling staff and/or buildings and grounds maintenance staff to receive and store bagged materials from your event. Please contact staff through the town hall office at 218-606-6972.
- **Contact Person:** A single person shall be designated as the primary contact for all rental permit business for special events, to avoid confusion, miscommunications or double work.

### **HALL DESCRIPTION**

**The Hall is 44 x 38 feet. Seated dining is approximately 100 to 111 people.**

The adjacent kitchen is furnished with:

- 96 cup electric perk & a Bunn coffee maker
- Microwave
- Large 4 burner electric stove with oven
- Refrigerator & freezer
- Large 3 basin sink
- Food “pass-through” to Hall
- A coat rack
- Men & Women washrooms

### **YOU MUST FURNISH YOUR OWN:**

1. Dish soap & scouring pads
2. Cleaning rags
3. Plates, glasses, cups, silverware, pots
4. Garbage bags
5. Masking tape (**please use only masking tape for decorations**)

### **LAKEWOOD WILL FURNISH:**

1. Mops & bucket
2. Brooms
3. 208 chairs
4. 26 large tables (8' x 2.5')
5. 3 small tables (4' x 2.5')
6. 1 extra-large wooden table (9.5' x 3.38')

### **CLEAN-UP CHECK LIST**

Renter is responsible for the following:

- Take all decorations down and remove all tape from walls. Completely sweep the building.
- Wipe chairs and stack them.
- Wipe tables and stack them, place the tables face to face and bottom to bottom when stacking (to avoid scratching).
- Clean bathrooms and empty all garbage bins.
- When using kitchen – be sure to clean off – stove and oven, sinks and refrigerator and wipe off cabinets if needed.
- Place garbage in bags and dispose of properly in dumpster outside.
- Wet mop floors with plain water only (no soap please).
- Return keys to the mailbox just outside the front door.