

City of Littlefork

901 Main Street * Littlefork, MN 56653
(218)278-6710 Holly Hoy, City Administrator

LITTLEFORK COMMUNITY BUILDING and GAZEBO RENTAL RULES

* **RENTAL FEE:** 4 Hours or less is \$50.00 + \$75 deposit

* **DAYLONG RENTAL FEE:** Anything over 4 hours or all day rental is \$100.00 + \$75 deposit

* **WEDDINGS, RETIREMENT PARTIES, ANNIVERSARIES, OR ANY OTHER PARTY WITH A DANCE & ALCOHOL,** is \$200 which includes a cleaning fee or \$200 plus \$75 deposit (if kegs are brought into the building).

* **JANITORIAL SERVICES:** \$75. You must notify us **BEFORE** the event if services are required.

* **DEPOSITS: IF YOU PLAN TO DO YOUR OWN CLEANING,** we require a separate \$75.00 cleaning deposit at the time you pick up the key (except for weddings or parties with a dance and alcohol – cleaning is included in fee. When the key is returned, someone from the City will inspect the building and the gazebo park. If it is not cleaned to our satisfaction, we keep the \$75.00 and hire a custodian. If the building is satisfactory, we will refund the \$75.00.

* **KEG(S): IF YOU PLAN TO HAVE KEG(S) IN THE BUILDING** for a wedding or a party with alcohol, the City requires a separate deposit of \$75. Arrangements must be made by the renter for set-up and removal of the kegs and any added accessories for operation. The deposit will be returned upon removal of the kegs and accessories from the building.

* **KEYS:** When you rent the building, stop by the City Clerk's Office, 901 Main Street, before 4:00 P.M. to sign out a key. Please return the key that day. If the office is closed, please put the keys in the mailbox in front of City Hall. To keep the front door and side door (facing the gazebo park) open during your event, you must use the "Allen Wrench". This is also used to "trip" the locking device for securing the front door. **The back doors MUST BE UNLOCKED during use of the building.**

* **TABLES AND CHAIRS:** Wipe down with a damp cloth and put away. Even if you've paid for cleaning, wiping down tables and chairs is your responsibility. Community building tables may not be used outdoors. Request picnic tables for your event or rented tables and chairs may be brought in. No driving on the sidewalk or the gazebo plaza area.

* **EQUIPMENT OR MATERIALS BROUGHT IN** by groups should be brought in the day of rental and taken out after the scheduled time frame of event. No storage of personal property is allowed, and nothing should be left outdoors overnight.

* **SCREEN AND PROJECTOR USE:** If screen and projector in the community building will be used for your event, Keys and remotes must be checked out from City Hall and returned after the event. WIFI is available in the community building.

* **SUPPLIES:** Custodial supplies are in stock in the janitorial closet. If supplies are getting low, please inform the City Clerk's Office.

* **CATERED EVENTS:** The caterer or building renter is responsible for cleaning the kitchen. See *CLEANING, next page. If the kitchen area is not cleaned, you will be charged an additional \$25.

* **DECORATING:** No taping or tacking to the doors, walls, wainscoting, ceiling tiles, or on the gazebo. Ceiling clips on the grids will allow for you to affix decorations, balloons, etc. NO STAKES may be used for tents, etc. or for anchoring anything in the grass or brick or sidewalk areas.

* **NO SMOKING** allowed in the building or gazebo park area. Smoking is permitted outside on the covered patio area of the community building where cigarette receptacle is located or off premises only.

* **GAZEBO PARK IS CLOSED AFTER 10:00P.M.** unless permission has been granted in advance for your event.

* **NO ALCOHOL MAY BE SERVED AFTER 1:00 A.M. as per Minnesota State Law. No alcohol is to be sold under any circumstances without license. No glass allowed outside of the community building or in the gazebo park.**

* **PEACE OFFICER:** You are responsible for providing a sworn peace officer on duty if alcohol is on the premises. This person must refrain from the use of alcohol, etc. while serving in this capacity. The peace officer will make sure alcohol is

not served to minors and will enforce the no smoking rule. He or she must be a responsible person over the age of 21. Your peace officer must execute an oath at the City Clerk's Office prior to each event.

***CLEANING: In addition to tables, chairs, and garbage the following must be done:**

1. Floor: Sweep and wet mop. Vacuum Rugs. Clean up any trash or spills in Gazebo Park. Wipe off picnic tables. A garbage can from the community building should be brought out to the gazebo for use during your event if gazebo is used. Remove and replace garbage bag and return the can inside the building before you leave.
2. Kitchen/Bar Area: Sweep and wet mop. Clean and wipe down the bar, counters, stove, sink, refrigerator, microwave and coffeepot with a damp rag. **If you have paid for cleaning, you do not need to sweep and mop the floors in the kitchen/bar area. It will be done when the building is cleaned.**
3. Bathrooms: Sweep and wet mop. Clean toilets & urinals. Clean sinks, counters and mirrors. Remove garbage.
4. Janitorial Closet: Sweep and wet mop. Rinse wet mops and rags and hang up to dry.

GARBAGE:** Remove all of your garbage from the building. If you have a small amount, it might fit in the garbage bin outside the back door. If the garbage does not fit in the bin, take it with you. Landfill coupons are available from Mel's Corner Service. Even if you've paid for cleaning, garbage removal is your responsibility. ***GARBAGE MUST BE BAGGED AND TIED IF PLACED IN THE GARBAGE BIN OUTSIDE THE BACK DOOR.

***CLOSING UP:** Make sure lights are off inside (and in the gazebo if used), thermostat is set at 65 degrees, ceiling fans are turned off (controls in the utility room) and all entrance doors are locked when you leave. Main controls for gazebo lights are inside the building in the utility room.

LEASE AGREEMENT

COMMUNITY BUILDING/GAZEBO PARK RENTAL

CITY OF LITTLEFORK

_____, (Tenant) residing at _____,
phone number _____, hereby agrees to lease/rent the entire property of the Littlefork
Community building and gazebo area to have and hold full possession and control of the premises on this
_____ day of _____, 20__.

___This is a personal event ___Alcohol will be served. ___Projector/screen use
___This is a group or business event. ___Alcohol will NOT be served. requested.

I am the _____ of _____
(Title) (Organization)

I certify that I have the authority to legally bind the organization.

The Community Building/Gazebo Park will be used for _____.
(Purpose of event i.e. family reunion, company picnic, wedding, etc.)

I fully understand that the lease is subject to the following conditions and I agree to abide by same:

- 1. I have read and understand the Littlefork Community Building and Gazebo Rental Rules.
2. Alcohol may not be furnished to or consumed by minors.
3. No glass container shall be utilized in the park or outside the community building.
4. The area used for consumption of alcohol and all other activities, shall, at the conclusion of said event,
be free of any rubbish, drinking containers, food product, and debris.
5. It is understood that amplified entertainment equipment is prohibited in the park and shall not be utilized
without a permit.
6. The applicant and organization he or she represents, if any, are fully responsible for any liability
resulting from the consumption of alcohol at said event.
7. The tenant agrees to defend, indemnify and hold harmless the City, its officials, employees and agents,
from and against all claims, damages, losses and expenses, including, but not limited to, attorneys'
fees, arising out of or resulting from event activities, sustained by any person or persons, provided that
any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to
injury to or destruction of property caused by the tortuous act or negligent act or omission of tenant or
tenant's organization or its officials, employees, volunteers or agents. Above said person/organization
agrees to pay for any and all damages occurring during the time frame of this lease agreement.

(print) _____ (sign) _____
Tenant/representative

Date: _____

Witnessed by: (print) _____ (sign) _____