

Brownton Community Center Rental Lease Agreement

This Lease Agreement, made this _____ day of _____, 20____, by and between, the City of Brownton, Lessor and (Name): _____ Ph# _____
Address: _____, Lessee. WITNESSETH: That the City of Brownton, in consideration of the rents and covenants hereinafter mentioned, do hereby lease unto the Lessee, the following portions of the Brownton Community Center, 310 Second Street North, Brownton MN:

☐ Entire Center-w/Kitchen (Max Occ. 300) Rate: Resident \$175.00, Non-Resident \$200.00

☐ Section 1-w/Kitchen (Occ. 32) Rate: Resident \$60.00, Non-Resident \$70.00

Event Date: ____/____/____ Type of Event: _____ Approx. # of Guests: _____

Set-up Start Time: _____ Clean up End Time: _____ Dance or Reception? ☐ Yes or ☐ No

Event Start Time: _____ End Time: _____ Will Alcohol be brought in: ☐ Yes or ☐ No

The following fees shall apply: A Damage Deposit of \$500.00(separate check) attach to form

\$ _____ Rental Rate	____/____/____	\$ _____ Paid Date & Amount paid
\$ _____ Police Officer (public dance)	____/____/____	\$ _____ Paid Date & Amount paid
\$ _____ Deposit		\$ _____ Remaining amount due

Minimum of \$50.00 down payment to be paid upon the execution of this agreement, and agree to pay the remaining balance on or before the day of use as stated above. Damage deposit to be returned to the Lessee following inspection of the premises. In case of cancellation of this lease by the Lessee, a cancellation charge of 20% of the prior agreed upon charges for rent of said premises will be charged.

Lessee further agrees:

1. To observe all ordinances, rules and regulations of the City of Brownton, including all Community Center rental regulations posted on the leased premises.
2. To keep the leased premises in good condition, and to be responsible for all damage occurring during Lessee's use of the premises, and to assume any and all liability for damage or injury to persons or property occurring on said premises during such use by Lessee, and to indemnify and save Lessor harmless as to same.
3. To make no claim against Lessor, its officers, employees or agents for or on account of any personal injury or loss or damage to any property howsoever arising, including theft, and Lessee does agree to be responsible for and repair at his own cost any and all breakage or damage done to the premises during the term of Lessee's use.
4. That the leased premises shall not be sublet by Lessee.
5. Acknowledgement of Security Camera's in Use and consent to being monitored by such cameras.
6. To provide A CERTIFICATE OF INSURANCE 7 Days Prior to event if Alcohol is provided, served and/or sold in or on City Facilities. Certificate must show proof of liability and Host Liquor insurance in an amount of \$500,000.00 per claim and \$1,000,000.00 for multiple claims arising from the same occurrence. The City should be added as an additional insured on any such certificate, and licensee agrees to defend and indemnify the city for any claims that arise as a result of such activity or event, and agrees to hold the City harmless regarding the same. Email form to deputyclerk@cityofbrownton.com.

In Testimony Whereof, both parties have hereunto set their hands the day and year first above written.

Lessee _____ Authorized Rental Agent for City _____

Brownton Community Center Rules & Renters Responsibilities

1. Reservations will be on a first come basis. Deposit required to hold date. Keys for the Community Center are to be picked up at the City Clerk's Office during normal business hours.
2. The Brownton Community Center is designated as a **tobacco/cannabis free facility**.
3. Doors shall remain unlocked during the time of the event and user shall permit the City's officials and employees to have access to the Community Center at any time during the event.
4. Evening activities must end and guests leave by 12:00 a.m. to allow for clean up and be out by 1 a.m.
5. Youth activities must be chaperoned by an adult.
6. The following are prohibited- Glass bottles of any kind, the use of glitter or confetti and the use of tape on the walls, curtains, and ceilings. Any damage to floors, walls or ceilings will result in forfeiture of some or all of the damage deposit.
7. User is responsible for set up and clean up for the event with the expectation that they leave it in as good or better condition than found. This is to be completed on the day of rental. Rental of an extra day for set up or clean up can be arranged with the City prior to rental for an extra fee. Clean up includes the following and is to be completed on the day of rental.
 - a. All tables and chairs shall be wiped off to remove any spills. Return tables and chairs to their original locations and place chairs on top of table for ease of cleaning.
 - b. Extra tables and chairs shall be returned to the racks and placed in storage room.
 - c. Sweeping or mopping of any spills or mud tracked in the facility. Cleaning supplies are located in the Janitor's room behind the kitchen.
 - d. Clean out fridge.
 - e. All garbage shall be transferred from garbage cans to dumpsters located outside the community center. Extra garbage bags are located in drawer in the island across from the stoves.
 - f. Remove all decorations and supplies.
 - g. Any dishes or utensils used shall be washed and put away. Return all kitchen items to an orderly condition and wipe all countertops. Rinse sinks and clean up all spills. **Towels and dishcloths are not furnished so you will need to bring your own.**
8. Do not move the piano. Use of the piano by children with adult supervision only.
9. All lights shall be turned off.
10. Return the key to the City Clerk's Office within 2 business days; a drop box is available at the Civic Center alongside the vestibule windows. **** Damage Deposit will not be returned until key is returned.**
11. ****Failure to follow the policies and rules established by the City of Brownton shall be cause for forfeiture of future use privileges and may subject the user to liability for any loss or damages caused thereby and may result in forfeiture of partial or all of the damage deposit.**
12. Any problems that may occur shall be reported to local law enforcement agencies immediately.
Emergency # 911. Contact Public works if something is not working properly at the facility.
Public works: Chad-320-583-6264 or Spencer 320-296-6909