

**Old Salem Hall
240 Salem Dr. SE
Turtle River, MN 56601**

Rental Agreement

Name/Group: _____ Event: _____
Address: _____ Phone #: _____
Email Address: _____ Number of Guests: _____
Check one: Tables & Chairs Chairs only Standing room only
Rental Day(s)/Date(s): _____ Time(s) From: _____ To: _____

Fee: Damage/cleaning deposit of \$250.00 and rental fee of _____ are required in advance by separate checks. The deposit will be returned when the premises are approved after use.

Make checks payable to the City of Turtle River. Please mail checks to **400 6th St SE, Turtle River, Mn 56601**

Capacity: For upstairs only. 80 people with tables and chairs, 100 people with chairs only, 120 people with standing room only.

Downstairs is to be used only for bathroom use or any other temporary use. No table, chairs or gatherings are allowed downstairs.

Decorating:

1. Nails and /or tacks will not be used in any of the walls.
2. Glitter and confetti are not allowed.
3. Only candles that are in wax collecting containers can be used.
4. 3M command or Scotch Wallsaver removable tape are the only products that are allowed for decorating.

Alcohol Use: If alcohol is provided by the host, the host will be responsible for the distribution of the alcohol. The host will check IDs and **NOT** serve alcohol to minors. The Hall's representative has the right to check IDs on the guests. If alcohol is distributed to minors, the Hall's representative will call law enforcement and the event may be shut down. **THERE CAN BE NO ALCOHOL SERVED IF THERE IS NO PROOF OF LIABILITY INSURANCE.**

Check one: no alcohol licensed server has insurance renter has proof of insurance and assumes liability for alcohol use. (Renter may obtain a 1 day liability on their home owner insurance policy or hire a licensed bartender for the event).

Insurance Company: _____.

Music: No music is to be played after 12 midnight. The band/DJ will be informed of this by the renter.

Bon fires: Can be held in the designated fire ring **only**. Bon fires are forbidden if the fire danger is high.

Cancellation: If any cancellations are made more than 30 days from the event, 50% of the rental fee will be refunded. Cancellations made less than 30 days from the event, then the rental fee is non-refundable. If the Hall is structurally damaged or inoperable all fees will be refunded and the City Council is not responsible for any expenses incurred by the renter to relocate their event.

Cleaning/Hall use:

1. Renters must sweep the floor and vacuum the carpet.
2. All tables must be wiped clean and stacked and the chairs put back in the closet.
(tables and chairs are not allowed outside of the Hall)
3. Bathrooms used must be cleaned.
4. Kitchen counters need to be wiped down and all dishes/pots & pans used should be cleaned and put away.
5. All garbage must be removed by the renter. The hall is not responsible for any refuse but will supply garbage bags.
6. All lights must be turned off in the building including the outside lights.
7. **NO** smoking on the premises.
8. The renter may not sublet the hall or transfer rental privileges.
9. Gambling is **prohibited**.
10. Any special clean-up necessary after the event will be charged to the renter.

*If the renter does not clean the Hall according to the steps listed above, then the cost of the cleaning will be deducted from the damage/cleaning deposit.

Assumption of Responsibility: The renter will assume all responsibility for the appropriate conduct of all group members/guests at the hall during rental hours. The renter assumes full responsibility for any loss, breakage or damage caused to the hall, hall contents or the grounds. Old Salem Hall is not liable for any loss, damage, injury or illness suffered during the use of the hall by the renter or the guests. Old Salem Hall is not responsible for any items that are left at the hall by the renter or the guests.

Indemnification: The renter agrees to defend, indemnify and hold harmless Old Salem Hall and the City Council against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which Old Salem Hall and the City Council 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.

I understand the above policy and my group/guests will abide by all the rules and regulations and that I am monetarily responsible for any damage to the premises over and above normal wear and tear.

(Renter's signature)

(Date)

(Hall's representative signature & phone #)

(Date)