



# Mayer Community Center Rental Contract

413 Bluejay Avenue, Mayer MN 55360

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm

Office Use Only:	
Rental Fee: \$	
Date:	
Receipt #:	
Deposit: \$	
Date:	
Receipt #:	

### Conditions of Rental:

1. The Community Center shall be rented to each person or organization for the day(s) listed in this contract.
2. Preparation for an event can only be done within the hours and time specified on this rental contract.
3. This is a no smoking facility and smoking is prohibited inside the building.
4. The rental fee of \$ \_\_\_\_\_ must be submitted with rental contract to hold date of event. In the event of a cancellation, the renter will be charged \$100.00.
5. A separate check in the amount of \$ \_\_\_\_\_ will be required as a damage deposit on or before the day(s) of rental. The damage deposit will be refunded if no damage or cleaning needed beyond normal wear and tear are found as well as the return of the physical key, if used. If damage and excess cleaning is necessary, the deposit will be used for such purposes. If the deposit does not cover damage and cleaning the renter will be billed for the remaining costs.
6. The facility uses a door keycode access system to gain entry. A four-digit keycode \_\_\_\_\_ will be assigned for access for the event. In special circumstances a physical key for the facility may be used. The key can be picked up the day before the event. It must be returned in the drop box or the front desk either the same next business day after event.
7. All doors must be locked, all lights, walk-in cooler, and appliances must be turned off after use.
8. Renter is responsible for emptying garbage cans into the dumpster and cleaning the facility to as original of condition as possible. Renter may not leave any items behind upon end of rental.
9. Renter agrees to abide by the Rules and Regulations attached to and part of this rental contract.  
I have read the Rules and Regulations for the Mayer Community Center. \_\_\_\_\_ (initials).
10. Is your organization/club non-profit? \_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, please attach ST3 form)
11. Will your event have alcohol? \_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, name of bar or caterer and copy of liquor license required) Name: \_\_\_\_\_  Copy of Liquor License received.

I HEREBY AGREE TO THE ABOVE CONDITIONS FOR RENTAL AND I AM RENTING THE FACILITY FOR MY PERSONAL USE. THE CITY OF MAYER SHALL NOT BE LIABLE FOR ANY PERSONAL INJURY, LOSS, OR DAMAGE TO PERSONAL PROPERTY THAT COULD OCCUR DURING RENTERS USE OF THE COMMUNITY CENTER.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
City Representative

For questions, contact City Hall at 952-657-1502 during business hours or email cityclerk@cityofmayer.com. Emergency contact for maintenance questions or problems call 952-465-9805.

## **Rules and Regulations for the Mayer Community Center**

### **Rental Hour Limits:**

The Community Center must be closed at 12:00am and everyone must be off the premises by 12:30am. Music must be done by 10:00pm. An additional charge of \$50 will be applied if people are on site after hours.

### **Alcoholic Beverages:**

The City of Mayer requires any event which intends to serve alcohol, whether for free or payment, obtain and have a valid liquor license and liquor liability insurance (COI must be presented to the City). Caterers must have a valid State of Minnesota Caterer's Permit for Alcohol. Other methods of serving may be acceptable if they comply with laws for a Temporary Intoxicating Liquor License from the City of Mayer. Contact the City for additional details.

No alcohol may be taken outside of the building. Anyone wanting to smoke must leave their drink inside of the Community Center.

### **Security Personnel:**

Security personnel may be required if the liquor license holder deems it necessary. The cost of the personnel will be the responsibility of the renter.

### **Food Preparation:**

The kitchen is not Public Health approved for food preparation. All food brought in must be already prepared. Food may be re-heated/kept warm and served.

### **Decorations:**

Remove all decorations and tape after use. No tape is allowed on the suspended ceiling, painted surfaces, or woodwork. Pipe cleaners are recommended on the railings to hold decorations. Candles may be used if they are in self-contained containers such as votive cups. No tall tapered candles may be used. Deposit will be held back if tape is not removed.

### **Table Requirements:**

Renter is responsible for set up and take down of all tables and chairs. Seating Capacity is 350 people.

### **Pets:**

No pets are allowed in the building unless properly authorized as an assistance animal.

### **Smoke Free Facility:**

The Community Center is a non-smoking facility in its entirety.