



City Hall Rental Contract

This agreement is made on the _____ day of _____, 20____ between the City of Sturgeon Lake, Pine County, Minnesota, hereinafter referred to as the City, as the owner of the City Hall of the City of Sturgeon Lake and the persons or entities whose names and signatures appear at the bottom of this document, hereinafter referred to as the Renters.

In consider of the receipts of the rental fee of \$ _____, the City hereby agrees to rent said City Hall to the Renters on _____ the _____ day of _____, 20____ .
(day of week) (date) (month) (year)

Said Renters expressly agree to the following:

- Abide by the terms and conditions of said rental contract in addition to those stated on postings and other documents given to Renters at time of signature of this contract.
- Unlock and leave open all exit doors and access to said doorways during the duration of the event covered by the rental agreement.
- Abide by all Federal, State and Local laws regarding the consumption and use of tobacco and alcoholic beverages.
- Remit to the City of Sturgeon Lake any and all funds necessary to replace and/or repair any and all damage done to the building or equipment by the Renter, guests or others present at the City Hall during the duration of the event covered by the rental contract.
- Idemnify and hold blameless the City of Sturgeon Lake for any and all occurences and resulting damages from or relating to the use of said City Hall whether occurring on the premises or off premises, including but not limited to alcohol related incidents, accidental falls, fights, etc.
- Waive objection to any irregularity with regard to the said rental agreement together with all rights to appeal in the courts.

IN TESTIMONY WHEREOF, the Renters hereunto set their hands the day and year above written and, if representing an organization or similar entity, further certify they are a duly authorized representative of said entity and authorized to sign on behalf of said entity.

Print Name and Phone # of Renter

Signature of Renter

Print Name and Phone # of Renter

Signature of Renter

Acknowledged by the City of Sturgeon Lake: _____
Sandra Osterdyk City Clerk/Treasurer

_____ # of Chairs _____ # of 8' LongTables _____ # of 5' RoundTables

Date Paid: _____ Amount Paid: _____ Check # _____ Receipt # _____ Pickup Keys Date: _____ Key # _____



Renter's Responsibilities Concerning the Use of the City Hall

Return all keys to the City Clerk or place them in the drop box at the front door of City Hall when finished the day of your event.

The Renter of the facility is responsible to insure that all persons attending the event abide by the expectations stated here and as posted in the facility.

- There will be no parking in the Post Office parking lot behind the building. Please use street parking and ask the City Clerk for additional parking space if many guests are expected to attend.
- This is a smoke-free facility. No smoking indoors, please.
- Basic restroom paper products are provided. Any disposable products necessary for food (such as cups, plates, napkins, paper towels, etc.) must be provided by the Renter.
- Towels and washclothes are available for your use in the kitchen. Please place them in the pail under the sink when finished.
- Dishes and utensils are also available for use. All items in the kitchen shall be cleaned and returned to a neat and orderly condition.
- The countertops shall be wiped down following the event.
- Please follow the sewer usage instructions listed by each of the sinks.
- All spills on the floor or tables must be cleaned up.
- All doors must remain UNLOCKED during the event. All lights shall be turned off and all exterior doors LOCKED after the event.
- All items and decorations brought to City Hall must be removed at the end of the event.
- Please do not leave any items or food behind.
- All tables and chairs shall be returned to their original location.
- All garbage must be picked up and put in garbage cans. Please tie the bags shut after the event and keep them in the kitchen.
- Please keep the door to the basement stairs closed during the event. If you experience difficulties with the facility, please call the number listed on the basement door for assistance.
- Any difficulties shall be reported to local law enforcement agencies immediately. Dial 911.

We hope you enjoy your special event. Please let us know if you need help with anything. Failure to follow these policies and responsibilities established by the City of Sturgeon Lake shall be cause for forfeiture concerning future use privileges and may subject the Renter to liability for any loss or damages caused thereby.

We have a qty of 12 of the 8' long banquet tables and 1 of the 5' round tables and approximately 75 chairs available for your use. Please use all tables and chairs remain here when finished.

The City of Sturgeon Lake City Clerk can be reached at the office by calling (218) 372-3391.