Event Center: 114 Lake Street North, Frazee, MN 56544 | Office: 218-334-7940 | Website: www.frazeecity.com

EVENT CENTER RENTAL AGREEMENT

NAME_____

ADDRESS_____

PHONE # _____ ALTERNATE # _____

DATE OF EVENT_____ TYPE OF EVENT_____

ESTIMATED ATTENDANCE_____ EVENT TIME _____

WHAT TIME WILL YOUR FIRST GUEST ARRIVE? _____

WILL ALCOHOL BE SERVED?_____
Alcohol is provided by Event Center staff only.

ARE YOU PLANNING TO USE THE KITCHEN? _____
If yes, please review and submit the Caterer's Contract and deposit of $100.

WILL YOU NEED TO RENT LINENS? _____
A two week notice is required for linen rental.

ARE YOU PLANNING TO HAVE ENTERTAINMENT? _____
If yes, please review and submit the Entertainment Contract.

Please note: No alcohol served after 12:25 AM and the center must be fully vacated by 1:00 AM.
*****THIS IS A SMOKE-FREE FACILITY*****

Rental Options & Fees

One Day Rental:	$1,600
One Full Day and ½ Day Prior:	$2,100
Two Full Consecutive Days Rental:	$2,600
Meeting Space Rental:	$125/hour
Kitchen Rental Only:	$75/hour
Sunday-Thursday:	$550/day

PLEASE RETURN THIS ROOM RENTAL AGREEMENT AND THE RETAINER AMOUNT TO RESERVE YOUR EVENT DATE

EVENT CENTER ROOM RENTAL CONTRACT

The undersigned does hereby request that the City of Frazee allow use of the Frazee Event Center and agrees to abide by all the following terms and conditions of this contract together with the written ordinances adopted by the City which govern the use of the facility.

1. The undersigned has toured the facility and states that the facility is in good and clean condition and that it is safe to be used for the purposes requested in the application form.
2. The undersigned agrees to not allow any activity to be conducted during the time they use the facility that would or could lead to damage to personal property or personal injury to any person. The undersigned agrees to defend and indemnify the City of Frazee, the Frazee Community Development Corporation and the Frazee Event Center from any liability for any loss or damages should any such damage or personal injury occur at the event or as a consequence of the event.
3. The undersigned agrees that after use of the facility, they will leave it in the condition in which it was prior to their use. This includes removing all garbage (including bathrooms) and placing it in the dumpsters outside the kitchen door. Miscellaneous garbage and debris on the Event Center floor are also considered garbage and must be removed and placed in the dumpster. Rented linens need to be placed in proper linen bags after they are done being used. Tables are to be wiped down and chairs need to be stacked 8-high by each table. If clean-up is not done, the City shall have the facility cleaned and the undersigned agrees to forfeit their cleaning deposit.
4. The undersigned understands that the City of Frazee will collect **a retainer in the amount of $500** to hold your date as booked. The booking retainer will be forfeited by the undersigned if the event is cancelled, postponed, or rescheduled. **The balance of all fees is due no later than two weeks prior to the date of your event.**
5. The undersigned understands that the City of Frazee will **collect two deposits: 1) a cleaning deposit of $250.00, and 2) a kitchen deposit of $100.00**. The undersigned understands that there will be a complete walk through done with Event Center staff after event has ended to determine if cleaning deposit will be returned. If there is any damage to the Event Center, undersigned agrees to forfeit cleaning deposit and pay the cost of repair or replacement of any damaged property. If damage to Event Center exceeds the $250.00 cleaning deposit, undersigned shall pay for these damages within thirty (30) days of demand. If damages are not paid within thirty (30) days of demand, the undersigned shall pay for the damages and for all costs of collection of those damages, including but not limited to costs and attorney fees. If Event Center is left in good condition, cleaning deposit will be mailed back to renter within thirty (30) days. Renter also has the option of having the Event Center staff clean after their event, in which case the $250.00 cleaning deposit will be forfeited, and renter would not be responsible for garbage, chairs, and the removal of linens but will remain responsible for any damages as provided herein.
6. The undersigned understands that a second deposit of $100.00 is necessary for use of the kitchen. In addition to the deposit, a signed Caterers Contract is required for use of the kitchen. A walk through of the kitchen by Event Center staff will determine if the requirements in the Caterers Contract have been met and whether to return the cleaning deposit. If the terms of the Caterers Contract are met, the caterers deposit will be returned to the address located on the Caterers Contract within thirty (30) days. **All deposits are due no later than two weeks prior to the date of your event.**
7. The undersigned may not bring and/or allow any alcoholic beverages to be brought into the Event Center. If the undersigned wishes to have alcoholic beverages served at the event you must make prior arrangements with Event Center staff. Provided satisfactory financial arrangements can be made, alcoholic beverages will be provided at the Event Center by the Event Center staff.

8. No confetti of any kind is allowed. This includes, but not limited to; confetti cannons, balloons filled with confetti; loose table confetti, etc. Any party using confetti will forfeit their cleaning deposit.
9. No person under the age of 21 will be served or allowed to drink any alcoholic beverages. If a minor is caught with an alcoholic beverage, they will be asked to leave immediately from the Event Center.
10. Adult uses as described in City Ordinance #124 relating to nudity, sexual acts, and selling of sexually explicit material are strictly prohibited.
11. All doors shall be unlocked and left unlocked during the time of the event.
12. The undersigned agrees to notify all persons attending the event of the terms and conditions of this contract, including prohibitions regarding alcoholic beverages and the NO SMOKING policy.
13. Any problems or violations of this contract or City Ordinances shall be reported to the Event Center management or personnel and/or local law enforcement immediately.
14. Failure to abide by these conditions of this contract, which have been established by the City of Frazee, may cause restrictions on future use, and may subject the renter to liability for any loss or damage.

I AGREE TO RELEASE, DEFEND AND INDEMNIFY THE FRAZEE EVENT CENTER, THE FRAZEE COMMUNITY DEVELOPMENT CORPORATION, THE CITY OF FRAZEE, THEIR EMPLOYEES AND ELECTED OFFICIALS OF ALL LIABILITY RELATED TO ACCIDENTS OF INJURIES WHICH MYSELF OR MEMBERS OF MY FAMILY OR FRIENDS MIGHT INCUR WHILE PARTICIPATING IN THE ABOVE-MENTIONED ACTIVITIES AT THE FRAZEE EVENT CENTER.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AS THE RENTER OF THE FRAZEE EVENT CENTER.

_____

SIGNATURE_/ DATE

ACKNOWLEDGEMENT BY EVENT CENTER STAFF: _____

DATE: _____

NOTE: THE CITY OF FRAZEE HAS THE RIGHT TO DENY OR RESTRICT USE OF THE FACILITY.

<u>THIS ROOM RENTAL AGREEMENT AND THE $500 RETAINER IS NECESSARY TO HOLD YOUR DATE AS BOOKED.</u>

The City of Frazee thanks you in choosing our premier facility and we appreciate the opportunity to host your event!

ROOM RENTAL WORKSHEET / CHECKLIST

(*PLEASE FILL OUT WORKSHEET AND RETURN TWO WEEKS BEFORE YOUR EVENT)*

NAME _____ CONTRACT # _____

DATE OF EVENT? _____

START TIME OF EVENT? _____

- ☐ RECEIPT OF $250 CLEANING DEPOSIT
- ☐ COMPLETION OF CATERERS CONTRACT
- ☐ RECEIPT OF $100 CATERERS DEPOSIT
- ☐ COMPLETION OF ENTERTAINMENT CONTRACT

ESTIMATED ATTENDANCE? _____

*WHEN YOU ARRIVE TO DECORATE FOR YOUR EVENT, CHAIRS WILL BE STACKED 8-HIGH BY THE TABLES. WHICH YOU WILL HAVE TO PLACE AROUND EACH TABLE. THE REST OF THE EVENT CENTER WILL ALREADY BE SET UP FOR YOU. *

WILL YOU NEED THE FOLLOWING TABLES?

- ☐ HEAD TABLE (# of Seats)_____
- ☐ GIFT
- ☐ PUNCH
- ☐ COFFEE
- ☐ CAKE
- ☐ BUFFET
- ☐ PICTURE
- ☐ PODIUM

WILL YOU NEED TO RENT LINENS? [YES / NO]

AT LEAST A TWO WEEK NOTICE IS NEEDED FOR RENTAL OF LINENS.

- ☐ ROUND TABLE LINENS: $7.00 each_____
- ☐ LONG TABLE LINENS: $7.00 each _____
- ☐ NAPKINS: $1.00 each_____
- ☐ LINEN TABLE SKIRTS: $25.00 each_____

ANY SPECIAL ITEMS THAT YOU WILL NEED AS FAR AS SET UP?

_____

_____

TIME TO START DECORATING_____AM☐PM☐

*WHEN YOU AND YOUR GUESTS ARRIVE THE DAY OF YOUR EVENT, ALL EVENT CENTER DECORATION LIGHTS WILL BE TURNED ON. SOUND SYSTEM WILL BE ON WITH A MICROPHONE AT YOUR HEAD TABLE. BARTENDERS (IF NEEDED) WILL BE SET UP AND READY TO SERVE. *

PLEASE CONTACT (218) 334-7940 WITH ANY QUESTIONS.

EVENT CENTER CATERERS CONTRACT

****All deposits and contracts are due no later than two weeks prior to the date of your event.****

The undersigned does hereby request that the City of Frazee allow use of the Frazee Event Center kitchen and its contents and in consideration for the use of the Event Center kitchen and its contents agrees to abide by all of the following terms and conditions of this contract which govern the use of the facility.

1. The undersigned (caterer) holds all responsibility for any person who becomes ill for any reason relating to the consumption of food served at the event. The undersigned will release, defend, and indemnify the Frazee Event Center, the Frazee Community Development Corporation, the City of Frazee and their employees and elected officials from any liability or damages to any person resulting from or related to the consumption of food served at the event.
2. The undersigned (caterer) is responsible for the clean up and garbage removal of the kitchen. Clean up includes the following:
    a. Removal of garbage and placing it in the dumpsters located outside of the kitchen.
    b. RETURNING ALL UTENSILS, GLASSES, COFFEE CARAFES, WATER PITCHERS, ROASTERS, DISHES, SILVERWARE, AND ANY OTHER KITCHEN ITEMS TO THEIR PROPER PLACES. THESE ITEMS MUST BE PROPERLY CLEANED (NO FOOD PARTICLES, GREASE, OR FILM ON ANY ITEMS).
    c. Sinks shall be rinsed and wiped clean.
    d. Coffee pot (Bunn) shall be completely cleaned, and remaining coffee must be drained from both sides; water must be run through coffee maker to make sure coffee is completely cleaned out. COFFEE GROUNDS MAY NOT BE PLACED INTO THE SINKS; THEY ARE TO BE DUMPED INTO GARBAGE.
    e. Grills and ovens shall be cleaned inside and out.
    f. Dishwasher shall be wiped down and any garbage or debris removed from the inside.
    g. Refrigerator shall be cleaned inside and out.
    h. Microwave shall be cleaned inside and out.
    i. Cupboards shall be wiped clean.
    j. Event Center does not supply any dish towels, so please bring your own.
3. Event Center will furnish the following items:
    a. Bathroom paper towels
    b. Toilet paper
    c. Coffee filters
    d. Dish soap
    e. Garbage bags
    f. Grill bricks
4. Event Center does not furnish the following items:
    a. Aluminum foil
    b. Saran wrap
    c. Salt and pepper
    d. Coffee
    e. Creamer
    f. Sugar
    g. Paper napkins
    h. Styrofoam cups
    i. Roasters

5. The undersigned (caterer) shall deposit $100.00 toward the use of the Event Center kitchen. A walk through of the kitchen by Event Center staff will determine if the requirements of this contract have been met and whether to return the cleaning deposit. If there is any damage to or loss from the Event Center kitchen, undersigned agrees to forfeit caterers deposit and pay the cost of repair or replacement of any lost or damaged Event Center property. If damage or loss to the Event Center kitchen exceeds the $100.00 caterers deposit, undersigned shall pay for these damages within thirty (30) days of demand. If damages are not paid within thirty (30) days of demand, the undersigned shall pay for the damages and costs of collection, including but not limited to court costs and attorney fees. If the terms of this contract have been met, the caterer's deposit will be returned to the address located below within thirty (30) days. If the Event Center staff has identified a violation of the contract, the caterer has the opportunity to correct the problem in order to have the caterers deposit returned to them.

I AGREE TO RELEASE, DEFEND AND INDEMNIFY THE FRAZEE EVENT CENTER, THE FRAZEE COMMUNITY DEVELOPMENT CORPORATION, THE CITY OF FRAZEE, AND THEIR EMPLOYEES AND ELECTED OFFICIALS OF ALL LIABILITY FOR ANY DAMAGES OR LOSS RELATED TO ACCIDENTS OF INJURIES WHICH MYSELF, MEMBERS OF MY FAMILY OR OTHERS MIGHT INCUR WHILE USING THE KITCHEN AT THE FRAZEE EVENT CENTER.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AS THE CATERER OF THE FRAZEE EVENT CENTER KITCHEN.

_____

SIGNATURE_/ DATE

*NOTE: IF CATERER IS DIFFERENT THAN THE EVENT CENTER RENTER, PLEASE FILL OUT THE FOLLOWING INFORMATION:

NAME OF CATERER: _____

ADDRESS TO WHERE DEPOSIT SHALL BE MAILED: _____

EVENT CENTER ENTERTAINMENT CONTRACT

STATEMENT OF RELEASE
(To be completed by the Entertainer or Renter if they are providing the entertainment)

DATE OF EVENT _____

EVENT TYPE _____

I hereby agree to release, defend and indemnify the Frazee Event Center, the Frazee Community Development Corporation, the City of Frazee, their employees and elected officials of any and all liability for loss or damages related to accidents or injuries which myself, my partners, business associates, employees or others incur while participating in the above-mentioned activities at the Frazee Event Center.

SIGNATURE _____ DATE _____

NAME OF ENTERTAINMENT _____

ENTERTAINMENT ADDRESS _____

PHONE _____