



Hamel Community Building Venue Rental Application



HCB Manager | **Christine Schindler**
Phone: 763-458-1838 | **Email:** HCB@medinamn.gov

Mailing Address: Medina City Hall | 2052 County Road 24, Medina, MN 55340
Venue Address: Hamel Community Building | 3200 Mill Street, Hamel, MN 55340 (no mailbox)

To inquire about the venue & availability, please contact the HCB Manager.
Reservations are confirmed only after receiving a completed application, rental agreement, and full payment.

RENTER INFORMATION

Name	Organization Name (if applicable)
Address	
City, State, Zip Code	
Email	Phone Number

EVENT INFORMATION

Date	Reservation Start Time	Reservation End Time	
Type of Event	Number of Guests (Capacity: 120 banquet seating or 150 conference seating)		
Alcohol Usage (Alcohol usage has an additional \$150 rental fee and automatic \$500 security deposit)			
No Alcohol Malt Liquor and/or Wine Only Liquor (Spirits)*			
Rental Fee \$	Security Deposit \$	Alcohol Base Fee \$	Total \$

*If hard liquor (spirits) will be served, a licensed peace officer is required. The renter must contact the Medina Police Department at 763-473-9209 to schedule an officer, at least two weeks prior to the rental date. The cost is \$125 per hour (\$150 per hour on holidays), with a three-hour minimum.

SECURITY DEPOSIT RETURN INFORMATION

Payable To	Address
City, State, Zip Code	

PAYMENT INSTRUCTIONS:

- Full payment of all applicable rental fees and security deposit are due at the time of booking.
- Alcohol use requires additional fees and a security deposit. See the fee schedule for rates and the FAQ for insurance requirements
- Make checks payable to: City of Medina. All checks are deposited upon receipt, not held.
- Events booked within three weeks require payment by cashier's check, cash, or credit card.
- Renters will be charged \$25 for event date changes.
- The security deposit covers damages, agreement violations, extra cleaning, or cancellations made without three weeks' notice.

CITY OF MEDINA
HAMEL COMMUNITY BUILDING RENTAL AGREEMENT

The Renter will rent the Hamel Community Building (the “Building”) from the City of Medina (the “City”) for an event (the “Event”) for the following date, purpose and time:

Renter Name	Organization Name (if applicable)	
Phone Number	Type of Event	
Event Date	Reservation Start Time	Reservation End Time

The Renter agrees to abide by the following terms and conditions:

1. **TERM OF THE AGREEMENT.** Use of the building begins on the date and time specified above. If all- day rental, access times are from 8:00 am – 10:00 pm Monday through Thursday, 8:00 am – midnight Friday and Saturday, and 8:00 am – 10:00 pm Sunday.

2. **RENTS AND DEPOSITS.** The Renter must pay all rental fees and security deposits at the time of signing this Rental Agreement. The Renter’s event date will not be reserved until this Rental Agreement, all rental fees and security deposits are received. Renters will be charged \$25 for change of event date. All rental fees and security deposits made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Rental fees or security deposits received by the City of Medina within three weeks of the event must be submitted in the form of a cashier’s check or cash. Checks are to be made payable to the City of Medina. All checks for rental fees and security deposits are cashed upon receipt, not held.

The Renter must pay a security deposit in an amount determined by the City in consideration of the nature of the Event. If no damage occurs and all other terms of this Rental Agreement are met, the City will refund the security deposit in full only after a full inspection of the premises (inside and out) and of the equipment. If damage occurs, the cleaning requirements are not met, or the rental agreement is violated in any way, money will be withheld from the deposit, which may be the entire deposit. The Renter is responsible for any damage done by a contractor or caterer hired by the Renter.

3. **ALCOHOL.**

- a. Malt Liquor and wine (as defined by Minnesota Statute 340A.101 subd. 19 and subd. 29) are permitted to be served in the Hamel Community Building (facility) without a peace officer present. All other liquor that meets legal alcohol content limits in accordance with Minnesota Statute 340A are permitted to be served within the facility, but in the presence of a licensed peace officer. The occupant/user of the facility will be responsible for scheduling/compensating the licensed peace officer. The Medina Police Department shall be contacted (763-473-9209) and must approve the scheduling of a licensed peace officer at least two weeks before the rental date. The sale of any alcoholic beverages is prohibited.
- b. All required fees and deposits, in accordance with the City’s Fee Schedule, must be paid prior to any alcoholic use in the facility.
- c. Occupants/users of the building are required to provide a certificate of liability insurance prior to any use of the building in an amount not less than \$1,000,000 to the City of Medina, naming the City of Medina as an additional insured for their event date at the Hamel Community Building, 3200 Mill Street, Medina, MN 55340.
- d. Occupants/users of the building must have a copy of the liability insurance coverage with them at the time of the function for the Medina Police to verify alcohol usage and coverage.
- e. The Medina Police Department has the authority to close the facility at their discretion due to unruly behavior, conduct, disturbance of the peace or other violations of law.
- f. Occupants/users of the building that fail to follow the proper procedures for alcoholic beverage use will lose their deposit in full.

4. **USE OF THE BUILDING.** The Renter agrees to abide by the following rules:

- a. No smoking is allowed inside the Building or outside on park grounds.
- b. In wet or snowy weather months, the Renter and the Renter’s guests should take care to wipe off and dry shoes or boots before walking on carpeting.
- c. The Renter may not lift the wood blinds. Lighting through windows can be adjusted by wands or string tilts.

- d. The Renter may only hang items on the designated ceiling hooks and the designated wood strip. The Renter may not hang any items on walls, ceilings, fixtures, woodwork, windows or attach any items to floors. No tacks, nails or any kind of adhesive materials are allowed. Helium balloons must be secured and are not allowed to float freely to the ceiling.
 - e. The use of glitter and confetti are prohibited.
 - f. The Renter must remove any items or property belonging to the Renter from the Building at the end of the rental time. Items remaining after midnight on the day of rental will be discarded. The City and its employees or agents will not be responsible for any lost, stolen, or damaged belongings in or on the Building property, either before, during, or after the Event.
 - g. Storage rooms, offices, and garage are off limits to the Renter and/or guests. The warming house is not available for rental.
 - h. Exterior bathrooms and warming house are for public use at any time daily from 8:30 a.m. to 10 p.m.
 - i. Renters are prohibited from using any items in garage that belong to the Hamel Lions Club.
 - j. Renters are prohibited from putting up tents, bounce houses, or other similar structures.
 - k. Renters are prohibited from using fireworks, sparklers, firecrackers, smoke devices, smoke machines, etc.
 - l. Renters are prohibited from doing any sort of on-site cooking, inside or outside; no charcoal, propane, or electric grills, griddles, friers, smokers, etc.
5. **CLEAN UP.** The Renter agrees to perform the following clean up at the end of rental time:
- a. Clean and sanitize all surfaces (countertops, fridge, freezer, sinks) in the kitchen/food service area.
 - b. Discard all disposable items, decorations and trash.
 - c. Trash and recyclables should all be taken to the dumpster on the East side of the building.
 - d. Empty and re-line all trash and recycle containers.
 - e. Disinfect all tables and chairs and stack away neatly according to instructions posted.
 - f. Clean any and all spills or spots on the carpet.
 - g. Sweep and mop the floors in the food service area, entrance vestibule, and restrooms.
 - h. Pick up and dispose of all litter, paper and debris from adjacent areas and parking lot.
 - i. Clean glass doors, both front and back.
 - j. Vacuum carpet.
 - k. Clean and sanitize all bathroom surfaces (countertops, mirrors, spickets, toilets, and urinals).

The cost of any additional cleaning done by Building personnel will be deducted from the Renter's security deposit.

6. **INDEMNIFICATION.** The Renter agrees to indemnify and hold harmless the City, its officers, employees and agents from any and all claims, demands, costs, damages, losses, actions, causes of action or judgments which the City may pay or be required to pay by reason of any damage to property or injury or death to any person, employee, firm or corporation occurring during the use of the Building by the Renter, its employees, agents, guests or invitees, or any other person attending the Event. The Renter's liability to the City, including liability for damage to the building, shall not be limited by the amount of the security deposit. Nothing herein shall be deemed to waive any statutory limits on liability available to the City.

7. **CANCELLATION.** At any time prior to 30 days before the Event, the City shall have the right upon notice to the Renter to cancel the Event and terminate this Agreement. The City shall refund any security deposit and any fees paid under this Agreement, and neither party shall have any further liability to one another. At any time the Renter, not giving the City at least three weeks' notice prior to the Event, cancels use of the facility shall forfeit their rental fee as penalty; if the rental fee has not been paid, the amount of the rental fee shall be deducted from their security deposit as penalty. At any time the Renter cancels use of the facility prior to 3 weeks of the event, there will be a \$25 cancelation fee.

8. **NON-TRANSFER.** This Agreement is non-transferable.

9. **NON- SUFFICIENT FUNDS CHECKS.** If the Renter's check is returned because of Non-Sufficient Funds, the Renter will be charged a \$40.00 fee in addition to the original check amount.

10. **CHECK ONE:** Will you be having alcohol at this function? Yes ☐ No ☐

Authorizing Signature

Renter Signature

Date