

Unless you make preparations in advance, Como Falls Park is not equipped to accommodate your actual Wedding Reception as there are no bathroom, electrical, lighting, and shelter options available. The Hokah City Hall at 57 Main Street is available for your Wedding Reception. The building is air conditioned and has kitchen facilities. Seating capacity is 200 Persons.

City Hall Rental fees: City Resident: \$125.00 Non-Resident: \$200.00



Como Falls



Hokah City Hall

Como Falls Park Photo Album:

<https://picasaweb.google.com/100706467279049001615/ComoFallsParkJuly2009>

FOR RESERVATIONS:



1. For event date availability check Calendar for the City of Hokah here: <https://goo.gl/MGHtVQ>
2. Email: hokahfacilities@acegroup.cc with your name, date requested email and phone number. We will return your email within three days.
3. If you don't have internet or email, call 507-894-4990 and leave a message with your information. We will return your call.

Sincerely,

Rodney G. Blank

November 2014



Home of Como Falls

BUILDING RENTAL CONTRACT

102 Main Street / PO Box 311 Hokah, MN 55941

Phone: (507) 894-4990

Fax: (507) 894-3777

Web: www.cityofhokah-mn.gov

RENTER: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____

Date of Facility Use: _____

Purpose: _____

If Wedding, Location of Reception: _____

Rental Fee Received: \$ _____
Date Received: _____
By: _____
Insurance Required? _____
Certificate of Insurance Rcvd? _____
PD? _____ FD? _____

Serving ALCOHOL? NO ___ YES ___ (INSURANCE REQUIRED) SEE ITEM "K" BELOW.

BUILDING RESERVED (Please Circle One)

CITY HALL FIRE DEPARTMENT LEGION BALL FIELD VETERANS PARK OTHER
 57 Main Street 9 Mill Street 1st. Street 4th. Street

Facility Usage Policy

The City of Hokah facilities may be utilized for any lawful use that will not be injurious to the property or to individuals. The determination of lawful use shall be made by the City of Hokah in consultation with the City Attorney. An event contact person shall be present during contracted use of the facility and must be in possession of this Contract whenever it is required to be produced by a member of the Hokah Police Department, Houston County Sheriff, or other Officials. City of Hokah may require, and applicant shall furnish, supplemental information when, in the opinion of the City of Hokah, such information that is necessary to ensure adequate safeguards for the protection of the property of the City of Hokah. RENTER agrees to pay all costs for any damages occurring during the period of contract. If damages are found, or clean up is necessary you will be billed.

In addition, the RENTER shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also hereby agree to hold harmless the City of Hokah, its duly elected officials and appointed officers from any and all claims of negligence and harm associated directly or indirectly with RENTER'S or patron's use of said facility. Proof of liability insurance naming the City of Hokah as co-insured will be required for any events that are serving alcohol. The fees for janitorial, police and fire services shall be at the rates established by the City of Hokah. Where indicated, Hokah Police and Fire Departments must be notified to make arrangements to attend event. Payment is made to the City.

Because of the significant demand for buildings, the Renter's hold on a particular location is not official until this Rental Agreement has been completed, submitted and the deposit has been paid. Renters are encouraged to secure an official reservation as soon as possible. A schedule of current reservations is available here:

<https://goo.gl/q0zBcO> and



- A. Cancellation. If the Renter cancels their reservation at least two months in advance of the reserved date, 100% of their Deposit will be refunded. If cancelled with less than two months' notice, the Deposit will not be refunded, but the Renter will have no further obligation. Since a late cancellation means that another renter will not likely be found for the date you reserved, unfortunately there are no exceptions to this policy.
- B. Alcohol. The Renter will be subject to ejection and prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. Absolutely no sale of intoxicating beverages is allowed without permit. The Renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.
- C. Nuisance. The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance may, at the discretion of the Police Department, be grounds for ejection from the facilities.
- D. Parking. Parking is permitted on-street or in designated areas only. No parking by Fire Department Bay Doors.
- E. Trash. Trash containers will be provided; renters must ensure that all refuse is placed in these containers. City employees will dispose of trash in the containers at the end of the event.
- F. Keys. Keys to the buildings are available at Hokah Kwik Trip, 477 North Mill Street 507-894-4800. The keys must be returned as soon as possible following the event. Renters shall be responsible for the cost of replacing lost or damaged keys, or re-keying the facilities.
- G. Tables and Chairs. The City provides Tables and Chairs at both the Fire Department and City Hall locations. The provided items are for use in that particular location only. No tables and chairs are to be removed from buildings.
- H. Minimum age. Renters must be at least eighteen years of age, and the event must be supervised by a responsible adult eighteen years of age at all times.
- I. Refunds. There are no refunds in part or in whole of rental fees, due to inclement weather, messy facilities, or for any other reason. At times the facilities are rented for several consecutive days by different patrons, so the condition of the shelter is dependent upon how well the previous renter adheres to this Rental Agreement. If the facility has not been adequately cleaned when the Renter takes occupancy, they are encouraged to photograph the preexisting condition to assist the City in dealing with that previous renter. You will be expected to leave the building & area in good condition at the end of your event.
- J. RENTER has read and agrees to all provisions as set forth in this contract. This contract does not prevent the City from canceling this contract to schedule elections, municipal meetings, or other official City business if emergency circumstances dictate. The City of Hokah will notify the RENTER as soon as possible if such emergency circumstances arise.
- K. INSURANCE Renters MUST provide a Certificate of Insurance to the City of Hokah if ANY alcohol will be served, or consumed on premises. Contact your Insurance Provider for assistance. If you are unable to provide this coverage, the City participates with the League of Minnesota Cities in the TULIP (Tennant User Liability Insurance Program). Contact us, or complete the included section for T.U.L.I.P. Insurance coverage. Any associated fees are the responsibility of the Renter.

Signature of RENTER

Printed Name

____ / ____ / ____
Date

FEES SCHEDULE					
FACILITY	RESIDENT		NON-RESIDENT		
CITY HALL – Seating Capacity 200	125.00		200.00		
FIRE STATION – Seating Capacity 90 MEETING FEES ARE FOR BOTH BUILDINGS	125.00 All Day	Meeting <2.5 Hours 50.00	200.00 All Day	Meeting >2.5 Hours 100.00	
PARK SHELTERS PER DAY (NON-REFUNDABLE)	35.00		35.00		
BALL DIAMOND per WEEKEND DAY (NON-REFUNDABLE) (Non-Softball)	50.00		50.00		
CITY HALL & FIRE DEPT. Part Day (Birthday, Shower, Graduation, Wedding Ceremony)	75.00		125.00		



Entertainment Brokers International
 10940 Wilshire Blvd., 17th Floor
 Los Angeles, CA 90024
 License No. 0773887

Los Angeles
 Tel. (310) 824-0111, Fax (310) 824-5733
New York
 Tel. (212) 307-0111, Fax (212) 307-0598

TULIP APPLICATION

Tenant Users Liability Insurance Program – Application for Special Event Liability Insurance
 To be completed by the Tenant User
 City of Hokah, MN Facility Code: 0501 AVH

1. Name of Lessor: _____
2. Street & Mailing Address: _____

3. Applicant/Tenant User/Name of Group: _____
4. Location of the Covered Event: _____
5. Mailing address of Tenant User: _____
6. Contact Name: _____
7. Telephone Number: _____ Fax Number: _____
8. Event Dates: From: _____ To: _____
9. Number of Days: _____
10. Description of Event: _____

11. Describe, in detail, any special effects, pyrotechnics, use of mechanical devices, etc.: _____

12. Will liquor be served? Yes No; If yes, please answer the following:
 - a) Who holds the license? _____
 - b) Type of liquor to be served? _____
 - c) How will you ensure that patrons are over 21 years of age? _____
 - d) Estimated liquor sales: _____
13. Is security armed or unarmed? Armed Unarmed _____
14. Is the event indoor or outdoor? Indoor Outdoor _____
15. Estimated amount of spectators? _____
16. Estimated total receipts: _____
17. Number of concessionaires, vendors and exhibitors requiring coverage:
 - a. Non-food concessionaires: _____
 - b. Food concessionaires _____
 - c. Vendors: _____
 - d. Exhibitors: _____
18. Number of Performers requiring coverage: _____ Describe in detail each performer's act: _____

TULIP (TENANT USERS LIABILITY INSURANCE PROGRAM) APPLICATION (Cont'd)

19. If there are any Additional Insureds, please describe and name any persons in questions 17 and 18:

20. If the event is being held on a street or public place of vehicular access, what protection is being set up between the street and the sidewalks? _____

21. Has the event been held in the past? Yes No; If yes how many years? _____

Provide details of any losses, claims or incidents, insured or uninsured: _____

I certify that the information given to obtain this coverage is accurate to the best of my knowledge.

Date Signed: _____

Applicant's Signature: _____

By: _____

PLEASE NOTE

- No coverage is provided by this policy unless an application has been submitted and a premium has been paid.
- No coverage is provided for liquor liability unless the submitted application includes a premium payment for liquor liability.
- No coverage is provided by this policy for paid professional entertainment or talent unless specifically endorsed hereon.
- This insurance does not apply to "Bodily injury" or "Personal injury" or death of any person while rehearsing or practicing for, participating in, or travelling to or from any contest or exhibition of an athletic, dance, or sports nature.

Premium payment by the Applicant must be made when the application is submitted. Payment should be made payable to:

A Certificate will be issued naming your group as a "Named Insured" for the above event. The Program Sponsor, the "Additional Insured" will receive the Certificate, with a copy to you, the Tenant User.