



## BUILDING RENTAL CONTRACT

102 Main Street / PO Box 311 Hokah, MN 55941

Phone: (507) 894-4990

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Web: [www.cityofhokah-mn.gov](http://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? _____

**Alcohol at Event?** \_\_\_ Yes \_\_\_ No

### BUILDING RESERVED

(Please Circle One Below)

<b>CITY HALL</b>	<b>FIRE DEPARTMENT</b>	<b>LEGION BALL FIELD</b>	<b>VETERANS PARK</b>	<b>OTHER</b>
57 Main St.	9 Mill Street	1St. Street	4th. Street	_____

*NOT CURRENTLY ADA COMPLIANT*

### 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 damages. 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/CQnD5y>

\_\_\_\_\_  
**Signature of RENTER**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**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.

**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.

**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.

**Parking.** Parking is permitted on-street or in designated areas only. No parking by Fire Department Bay Doors.

**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.

**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.

**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.

**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.

**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.

**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 for more information. Any associated fees are the responsibility of the Renter.

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-Soffball)	50.00		50.00	
CITY HALL & FIRE DEPT. Part Day (Birthday, Shower, Graduation, Wedding Ceremony)	50.00		100.00	

### CLEANUP FOLLOWING YOUR EVENT:

<b>PICKUP ALL TABLES AND CHAIRS</b>	<b>REPLACE GARBAGE BAGS</b>
<b>SWEEP THE FLOOR</b>	<b>WIPE DOWN COUNTERS</b>
<b>TAKE OUT ALL TRASH TO DUMPSTER</b>	<b>RETURN KEY TO KWIK TRIP</b>