**REUNION HALL RENTAL FORM**

Please complete the following information for the rental of the ReUnion Hall.

***Type of Event:***

1. Dance – with alcohol e. Auction i. Private Party - no alcohol
2. Dance – no alcohol f. Government Event - Elections j. Private Party – with alcohol
3. Fundraiser g Non-Profit/Tax Exempt Organization k. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. School Event h. Emergency Use

***Date of Event:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Time of Event:*** Start \_\_\_\_\_\_\_\_\_\_\_AM/PM End\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM

***Contact Information:***

Name of Responsible Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Responsible Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***FEES:***

***Building Rental***

\_\_\_\_\_\_\_\_ $250 Private Party Rental

\_\_\_\_\_\_\_\_ $50 Government/Non-Profit Rental

***Police:***

Will alcohol be included at the event? \_\_\_\_\_\_ Yes (will require Police Services) \_\_\_\_\_No

\_\_\_\_\_\_\_\_ $200

\_\_\_\_\_\_\_\_ No fee as the event is not a dance

***Cleaning Services:***

\_\_\_\_\_\_\_\_ $325 Full Cleaning Services

\_\_\_\_\_\_\_\_ $225 Partial Cleaning Services (Renter is responsible for picking up all garbage and bringing to dumpster, taking down and putting away all tables and chairs, dump exterior ashtrays, and sweep up exterior debris).

\_\_\_\_\_\_\_\_ No Fee – (Renter is responsible for picking up all garbage and bringing to dumpster, taking down and putting away all tables and chairs, dump exterior ashtrays, sweep exterior debris, disinfect/clean kitchen area, disinfect/clean all bathrooms, sweep and mop all floors to the satisfaction of the City).

***Please note: Cleaning services will be charged unless the City received donation notification in writing by Salveson’s Floor Care.***

***Garbage Services :***

\_\_\_\_\_\_\_\_ $25 fee for garbage disposal

***Please note: Garbage Disposal will be charged unless the City received donation notification in writing by John’s Sanitary.***

***TOTAL FEE CHARGED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$200 damage deposit Paid on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remaining Fees must be paid prior to event Paid on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Does Renter have insurance for this event?*** \_\_\_\_\_Yes (please provide certificate of insurance)

 \_\_\_\_\_ No

***Does the use of the facility require a dance permit (if yes, please obtain permit 15 days prior to the event from City Hall, 7 Davis Drive, Silver Bay, MN 55614)?*** \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No **Date Permit Obtained**\_\_\_\_\_\_\_\_\_\_\_\_

***For those Users who use the facility for emergency use, the responsible party has examined the space to accommodate the needs for the emergency use and that the City of Silver Bay is not required to make changes to the facility or be held liable for any inadequacies of the facility. \_\_\_\_\_\_\_\_\_\_\_\_\_\_initial***

**By signing below, I understand that I am fully responsible for any damages that occur during my event and will hold the City of Silver Bay harmless for any liability that occurs during my event. I also understand that should additional cleaning services be required, the City of Silver Bay will invoice me at the address listed above and I will promptly pay, within 7 business days of receipt of the invoice, for those services rendered.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of Renter*** ***Date signed***

*Office Checklist Only:*

\_\_\_\_\_\_\_ Form Completed and Signed

\_\_\_\_\_\_\_ Damage Deposit Collected

\_\_\_\_\_\_\_ Remaining Fees collected prior to event

\_\_\_\_\_\_\_ Notified Police Department of Event

\_\_\_\_\_\_\_ Notified Cleaning Services of Event

\_\_\_\_\_\_\_ Notified Garbage Collection Services of Event

\_\_\_\_\_\_\_ After event walkthrough completed by Liquor Store Manager to satisfaction

 Any additional charges? \_\_\_\_\_ Yes \_\_\_\_\_ No

 Date invoiced for those charges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved 10/5/15