



**Facility Rental Agreement**  
City of Glencoe  
1107 11<sup>th</sup> Street East, Glencoe, MN 55336

### **Introduction**

The Glencoe City Center is operated and managed by the City of Glencoe under the policies and guidelines established by the Glencoe City Council. This policy promotes the active use of the facility while establishing priorities for use and setting reasonable rules for use of the facility. Renters are required to abide by it.

### **Damage Deposit**

A list of the rental charges is included in the Fee Schedule. In addition to the rental fee(s), a refundable damage deposit of \$200 by cash/check is required for the Grand Ballrooms. Likewise, a \$100.00 damage deposit is required for all other rental space. The damage deposit will be refunded within thirty (30) days after if the premises are found to be in the same condition as existed just prior to the event. The inspection will be conducted before any other event is held. The City reserves the right to retain part or all of the damage deposit to pay for any costs of repairs or cleaning made necessary by the renter's use of the facility. The liability of the renter shall not be limited to the amount of the damage deposit. The liability of the renter shall extend to any damage or cleaning costs incurred as a result of the acts of any guests of the event sponsored by the renter.

### **Reservation Procedures**

A renter must be 18-years of age to reserve a meeting room or the Grand Ballroom at the City Center. Tentative reservations will be held up to two weeks for ballroom events, at which time a signed contract and \$400.00 deposit of the base rental is due. The balance of the rental fee is due no later than fourteen (14) days prior to the event date. Reservations that are more than 18 months in advance of the event must be approved by the City Center event coordinator. The renter may not sublet the facility, nor may the application be transferred or assigned.

One contact person should be designated to oversee all of the arrangements with the City Center event coordinator. The contact person is responsible for making an on-site appointment with event coordinator to finalize arrangements a minimum of two (2) weeks prior to the event. The Glencoe City Center and its employees are not responsible for any problems that occur with any event that has not had an on-site meeting.

### **Cancellation of Rentals and Refunds**

Any reservation cancellation of the lease must be in written form provided directly to City Office personally or by U.S. Mail. If the reservation is cancelled you forfeit the deposit and any other rental fees that may have already been paid.

Under certain conditions, the City of Glencoe may be forced to cancel a rental agreement. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Glencoe shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City of Glencoe for any of the above reasons.

### **Hours of Use**

For the Grand Ballroom, the basic rate is for a ten hour time block. You and your vendors must notify the City Center event coordinator of your arrival time as this will initiate the start of your time block. Additional hours may be added to your block if available and approved by the City Center Coordinator. Please ensure that

scheduled rentals include all spaces necessary to accommodate all the time you need to set up (i.e. decorating and vendor set-up before the event). Events must begin and end at times specified. The Rental Party must also make arrangements so all deliveries and set-ups occur during the rental period. All events must end at 12:00 am (Midnight) or earlier. Following the event, the renter will be allowed one hour to gather their personal items/equipment and clean-up. All participants and equipment must vacate the facility by 1:00 AM. It will be at the discretion of the City Center event coordinator, and availability of cleaning staff, if the banquet facility will be available on holidays.

For the meeting rooms, hourly rates apply. There is a two-hour minimum rental for meeting rooms. Renters must notify the City Center event coordinator arrival and departure times as fees will be set accordingly. Renter decorating/set-up and post event clean-up/tear-down need to be included in the rental time period. Meeting room rentals must end at 10pm unless rented in coordination with the Grand Ballroom.

### General Policies

The renter is responsible for enforcing the policies of the Glencoe City Center. The renter agrees to the following:

1. Comply with all City Ordinances, Minnesota State Statutes, Federal Laws, and the established rules for use which apply to authorized use of the City Center.
2. Supervise the conduct of the participants at their event. Children (ages 12 and under) must be under the direct supervision of an adult at all times.
3. This is a smoke free public facility. Damages such as cigarette burns or smoke damages will be charged to the renter.
4. Illegal gambling is prohibited.
5. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
6. Disorderly conduct of participants is prohibited.
7. All persons and any equipment not owned by the City must leave the facility at the end of the contracted time.
8. No items from the event are to be left overnight. The City of Glencoe is not responsible for items that have been left here during setup the day before or left behind after the group has exited the facility.
9. The renter shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups.
10. All bands and audio equipment **must** stop play by midnight.
11. Leave facility, equipment and parking lot in a clean and orderly fashion.
12. Renters will be fully responsible for any damage to the City Center facility or equipment.
13. Any damage must be reported as soon as possible to security or City staff.

### Violation of Policies

The City of Glencoe reserves the right to end an event early if policies are violated. A violation of these policies may result in forfeiting your damage deposit and may also result in the denial of future City Center rentals.

### Caterer

Any event held in the ballroom must use a caterer when food is provided. The renter can select a food caterer of their own choosing; however, the City Center event coordinator will provide the renter with a current food vendor listing if desired. Food vendors are charged a 15-percent service fee to operate at the Glencoe City Center. It is the responsibility of the renter to make all arrangements with the catering vendor. The relationship will be between the renter and the food provider, not the City of Glencoe.

### Potluck (only applies to Meeting Rooms—any food in the ballroom must be catered)

The renter will be asked to complete a waiver if bringing in your own food to the Glencoe City Center meeting rooms.

### Alcohol Beverages

Alcoholic beverages shall not be brought onto or removed from the premises by any lessee, participant, exhibitor, or patron. All alcoholic beverages consumed and/or purchased must go through the City Center bar with no exception. Bar arrangements (i.e. free drinks for your guests) are made through the City Center event coordinator. Minimum gratuity charge of 15% applies to the final bar bill for any arrangements. Consumption of alcoholic beverages must cease at the conclusion of the event or at midnight, whichever comes first.

### Tables, Chairs and Linens

The City Center staff is responsible for setting-up the tables and chairs prior to the event. If table linens are requested, the City Center staff will put them out and take them off. Napkins rented through the City Center must remain on the premises, a linen bag/bin will be provided if napkins are to be removed by the catering company upon table clean-up. If tables and chairs need to be moved during the event, it is the responsibility of the renter. Renters are not allowed to pull-out or put away the partition walls; this can only be done by City Center staff.

### Decorating

The renter agrees to the following guidelines when decorating:

1. The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed. (Includes walls; wood trim around stage/windows/doors/display cases in hallway or metal trim around doors/bathroom stalls)
2. The use of tape, pins, or tacks, clips, magnets or any other decorating device on ceiling tiles, ceiling suspension grids, lights, vents or any other ceiling fixture is not allowed.
3. The City does not allow any type of sand, pebbles, rocks, glitter, rice, birdseed, confetti, etc...to be free standing. IT MUST BE IN A CONTAINER. Please contact the City Center coordinator with questions.
4. Water fountains are permitted with the understanding the renter must guarantee no leaks
5. Candles are permitted, but must be in a container/holder three (3) inches in height or greater and the candle must be contained one (1) inch below the top of the container so wax does not drip onto the tables, linens, and/or floor.
6. All decorations must be removed from the facility by the conclusion of the event, unless other arrangements are made prior to the event.
7. Damage to the facility and/or equipment may result in a withholding from your damage deposit.
8. The City of Glencoe has the right to refuse certain decorations.

### Clean-Up

The City Center staff is responsible for tearing down tables and taking down chairs. While the City Center staff does the base cleaning, the renter is ultimately responsible for the following:

#### Cleaning of Rented Rooms

- o Remove all decorations and personal items from the facility.
- o Place all garbage into the garbage cans.
- o All liquids should be poured down the drain and not placed in garbage cans.

#### Cleaning of Kitchen

- o Empty all garbage containers into the outside dumpster.
- o Wipe off all countertops. (Dish cloths are available in the kitchen)
- o Completely drain the water from the dishwasher after use and turn the unit off.
- o Empty coffee maker & clean by running through a full cycle on each side without coffee grounds and completely drain.
- o Put all items back in their respective areas.
- o Do not remove towels from kitchen areas, hang over sink to dry.
- o Do not use dish towels for spills and cleaning purposes.
- o Do not remove any item that belongs to the City.
- o Bring your own containers to take leftovers and cake tops home.

Failure to follow these cleaning guidelines may result in a withholding from your damage deposit.

**Notice of Responsibility/Liability**

The City of Glencoe hopes that you and the participants at your event will all have an enjoyable and safe time at our facility. This section is to notify you that the City of Glencoe, the operator of the Glencoe City Center, is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The City is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws, including the winter parking ordinance from November 1-April1.

Likewise, the City is not responsible for the conduct of any persons or businesses hired by you to work at the event, including, but not limited to, food caterers, decorators, and/or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate the City of Glencoe for all damages to the facility, equipment, or other property owned by the City incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death, caused at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the City in any legal action regarding such matters.