

# Frequently Asked Questions—Hamel Community Building

## How do I rent the Hamel Community Building?

**Step One:** Check the online calendar to determine if your date is open:

<http://medinamn.us/community/community-building/calendar/>

**Step Two:** Call Hamel Lions representative Suzie Sween at 763-458-1838 to confirm availability of your date(s) (there may be another event “penciled” in that will not show up on the calendar). If your date(s) are open, she will “pencil” your date in the calendar and tentatively reserve it for you for up to **one week** (payment must be received in full to permanently reserve date; at that time, it will show up on the online calendar).

**Step Three:** Mail in signed contract and full rental rate and damage deposit **within one week** to permanently reserve your date(s). If paperwork and payment are not received within one week, the date will be reopened for other renters to book. You can print a contract and special function sheet from the city’s website at <http://medinamn.us/community/community-building/>. The fee schedule for rental fees and deposits are posted on the website at the link above.

## Who do I make the check payable to?

The City of Medina

## Can I write out one check for the deposit and the rental fee?

Yes, please write one check for the total amount (rental fee + deposit). All security deposit and rental fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Security deposit and rental fees 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. All checks for rental fees and security deposits are cashed upon receipt, not held.

## Where do I send the contract and check?

Send to:           City of Medina  
                      Attn: Hamel Community Building  
                      2052 County Road 24  
                      Medina, MN 55340

## When are the Security Deposit and Rental Fee due?

The security deposit and rental fee are due at the time of signing the Rental Agreement. Your rental date will not be guaranteed until the city has received your security deposit, rental fee, and the signed rental agreement. Security deposit and rental fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Security deposit and rental fees 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. All checks for rental fees and security deposits are cashed upon receipt, not held.

## Is the Community Building in Hamel or Medina?

It is in the community/neighborhood of Hamel, but it is in the City of Medina.

## **What are the directions to the Hamel Community Building?**

The community building is located at 3200 Mill Drive, directly behind Farmers State Bank of Hamel off of Hamel Road. When coming off of Highway 55, turn South on Hamel Road or Sioux Drive into Uptown Hamel.

## **Who is responsible for setting up the room and cleaning up afterwards?**

The person or group renting the building is responsible for the building. Please review the cleaning check list attached to your rental agreement.

## **How many tables are available?**

When renting the Community Building there are fifteen (15) five foot round tables that seat 7-8 people and fifteen (15) eight foot rectangular tables that seat 8-10 people.

## **How many chairs are available?**

When renting the Community Building there are 120 non-folding chairs and 17 folding chairs available.

## **How do I get a key to the facility for my event?**

Your key to the Hamel Community Building will be given to you by appointment before your event or you will be given the code to the lock box. Call Suzie Sween at 763-458-1838 for a convenient time.

## **If I have rented items from elsewhere that are to be picked up, do I need to be there?**

Yes! You are responsible for the building and its contents when pick ups occur. Please make arrangements with the company for time of pick up. Remember, the Hamel Community Building does not have regular open hours so you must let them into the building.

## **How do I get my security deposit back?**

After your event, a HCB representative will assess the building and check for damage, proper put away and clean up. If all is satisfactory, a check will be sent back to you in the mail. It takes two-three weeks to receive your returned deposit check. If there are inadequacies in the above, the City of Medina will assign a fee and issue the remaining balance of your deposit check. Remember that you as the renter are responsible for any damage done by contractors or caterers you hire for your event.

## **Is alcohol allowed to be served at the Hamel Community Building?**

Yes, but the renter must comply with all the terms in the rental contract pertaining to alcohol.

## **How do I purchase insurance naming the City of Medina as an additional insured for my event that I am serving alcohol at the HCB?**

One option would be to call your homeowners or business insurance company and ask if they could produce a certificate of insurance naming the City of Medina as an additional insured in the amount of \$1,000,000 for the day of your event at the Hamel Community Building. If this option fails, another option would be to purchase insurance through the City of Medina's insurance company's tenant user liability insurance program (TULIP). To get a quote or purchase insurance for your event go to [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) and click on "TULIP (Purchase or Quote)" and enter the facility code: 0501-AZ7.

## **Where do I call if I have more questions?**

Call Suzie Sween at 763-458-1838 for all questions including availability and booking. Most likely you will need to leave Suzie a message and she will return your call within 24-48 hours.

Call the City of Medina at 763-473-4643 for general information only.