



Hamel Community Building Venue Rental Application



HCB Manager: Christine Schindler

Phone: (763) 458-1838 | **Email:** HCB@medinamn.gov

Mailing Address: Medina City Hall | 2052 County Road 24, Medina, MN 55340

Venue Address: Hamel Community Building | 3200 Mill Street, Hamel, MN 55340 (no mailbox)

To inquire about the venue & availability please contact Christine. Rentals are on a first-come-first-serve basis. Reservations will not be confirmed until we receive a completed application, rental agreement form & full payment.

Please submit this form to: Medina City Hall, 2052 County Road 24, Medina, MN 55340
City Hall Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

EVENT INFORMATION:

Date: _____ Day of Week: _____ Reservation Time: _____

Type of Function: _____ Number of Guests: _____

Alcohol Usage: No Yes *Additional rent & deposit fees apply and insurance is required - refer to rental agreement*

RENTER INFORMATION:

Name of Applicant: _____

Organization (if applicable): _____

Cell Phone #: _____ Alternate #: _____

Email: _____

Street Address: _____

City, State & Zip: _____

\$ _____ **Rent Fee** (see fee schedule for rates) \$ _____ **Security Deposit, Mon-Fri \$250**

\$ _____ **Alcohol Rent Fee +\$100** (additional fee) \$ _____ **Security Deposit, Sat-Sun or any day with alcohol or dance \$500**

\$ _____ **GRAND TOTAL**

PAYMENT INSTRUCTIONS:

- Full payment of all applicable rental fees and security deposit are due at the time of booking.
- Alcohol usage: *additional fees* and *additional security deposit* will be applied, please reference the fee schedule for current rates and for information on insurance coverage requirements.
- **IMPORTANT: All checks must have correct return address.** Please make checks payable to: City of Medina. All checks for appropriate fees and deposits are deposited upon receipt, not held. The City will refund any security deposits after the event to the name and address listed on the check.
- Payments must be made at least three weeks in advance of the event date, if paying by personal check or business check and received by the City of Medina.
- If the event is within three weeks, payment must be submitted in the form of a cashier's check, cash, or credit card (renter is responsible for applicable credit card fees. Credit card fees are NON-REFUNDABLE even if event is cancelled).
- The security deposit is to cover any damage to the facility, violations of the rental agreement, extra clean-up or cancellation of event without three weeks notice.

Office Use Only:

\$ _____ **Rent** 101-45100-34102 \$ _____ **Tax** 101-20202 \$ _____ **Deposit** 101-22005

Total Paid: \$ _____ **Cash / Credit / Check #** _____

Date Received In-Person / Mail : _____ **Received by:** _____

CITY OF MEDINA
HAMEL COMMUNITY BUILDING RENTAL AGREEMENT

The Renter will rent the Hamel Community Building (the “Building”) from the City of Medina (the “City”) for an event (the “Event”) for the following date, purpose and time:

Date of Event: _____ Time of Rental: from _____ to _____
Renter : _____
(Name of contact person) (Name of organization- if applicable)
Phone Number: _____ Purpose of Event: _____

The Renter agrees to abide by the following terms and conditions:

1. **TERM OF THE AGREEMENT.** Use of the building begins on the date and time specified above. The Renter may make special arrangements with the Building personnel to have access to the Building prior to the Event if the building is available for deliveries, decorating, and other necessary preparations.

Use of the building terminates ½ hour after the time of rental specified above. At that time, the serving and consumption of liquor, the entertainment/live music must be terminated and the Building must be vacated. The Renter’s clean up will begin at the end of rental time.

2. **RENTS AND DEPOSITS.** The Renter must pay all rental fees and security deposits at the time of signing this Rental Agreement. The Renter’s event date will not be reserved until this Rental Agreement, all rental fees and security deposits are received. All rental fees and security deposits made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Rental fees or security deposits 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. Checks are to be made payable to the City of Medina. All checks for rental fees and security deposits are cashed upon receipt, not held.

The Renter must pay a security deposit in an amount determined by the City in consideration of the nature of the Event. If no damage occurs and all other terms of this Rental Agreement are met, the City will refund the security deposit in full only after a full inspection of the premises (inside and out) and of the equipment. If damage occurs, the amount necessary to make repairs will be withheld from the deposit. The Renter is responsible for any damage done by a contractor or caterer hired by the Renter.

3. **ALCOHOL.**
- a. Malt Liquor and wine (as defined by Minnesota Statute 340A.101 subd. 19 and subd. 29) are permitted to be served in the Hamel Community Building (facility) without a peace officer present. All other liquor that meets legal alcohol content limits in accordance with Minnesota Statute 340A are permitted to be served within the facility, but in the presence of a licensed peace officer. The occupant/user of the facility will be responsible for scheduling/compensating the licensed peace officer. The Medina Police Department shall be contacted (763-473-9209) and must approve the scheduling of a licensed peace officer. The sale of any alcoholic beverages is prohibited.
 - b. All required fees and deposits, in accordance with the City’s Fee Schedule, must be paid prior to any alcoholic use in the facility.
 - c. Occupants/users of the building are required to provide a certificate of liability insurance prior to any use of the building in an amount not less than \$1,000,000 to the City of Medina, naming the City of Medina as an additional insured for their event date at the Hamel Community Building, 3200 Mill Street, Medina, MN 55340.
 - d. Occupants/users of the building must have a copy of the liability insurance coverage with them at the time of the function for the Medina Police to verify alcohol usage and coverage.
 - e. The Medina Police Department has the authority to close the facility at their discretion due to unruly behavior, conduct, disturbance of the peace or other violations of law.
 - f. Occupants/users of the building that fail to follow the proper procedures for alcoholic beverage use will lose their deposit in full.
4. **USE OF THE BUILDING.** The Renter agrees to abide by the following rules:
- a. No smoking is allowed inside the Building or outside on park grounds.

- b. In wet or snowy weather months, the Renter and the Renter's guests should take care to wipe off and dry shoes or boots before walking on carpeting.
 - c. The Renter may not lift the wood blinds. Lighting through windows can be adjusted by wands or string tilts.
 - d. The Renter may only hang items on the designated ceiling hooks and the designated wood strip. The Renter may not hang any items on walls, ceilings, fixtures, woodwork, windows or attach any items to floors. No tacks, nails or any kind of adhesive materials are allowed. Helium balloons must be secured and are not allowed to float freely to the ceiling.
 - e. The use of glitter and confetti are prohibited.
 - f. The Renter must remove any items or property belonging to the Renter from the Building at the end of the rental time. Items remaining after midnight on the day of rental will be discarded. The City and its employees or agents will not be responsible for any lost, stolen, or damaged belongings in or on the Building property, either before, during, or after the Event.
 - g. Storage rooms, offices, and garage are off limits to the Renter and/or guests. The warming house is not available for rental.
 - h. Exterior bathrooms and warming house are for public use at any time daily from 8:30 a.m. to 10 p.m.
 - i. Renters are prohibited from using any items in garage that belong to the Hamel Lions Club.
5. **CLEAN UP.** The Renter agrees to perform the following clean up at the end of rental time:
- a. Clean and sanitize all surfaces (countertops, fridge, freezer, sinks) in the kitchen/food service area.
 - b. Discard all disposable items, decorations and trash.
 - c. Trash and recyclables should all be taken to the dumpster on the East side of the building.
 - d. Empty and re-line all trash and recycle containers.
 - e. Disinfect all tables and chairs and stack away neatly according to instructions posted.
 - f. Clean any and all spills or spots on the carpet.
 - g. Sweep and mop the floors in the food service area, entrance vestibule, and restrooms.
 - h. Pick up and dispose of all litter, paper and debris from adjacent areas and parking lot.
 - i. Clean glass doors, both front and back.
 - j. Vacuum carpet.
 - k. Clean and sanitize all bathroom surfaces (countertops, mirrors, spickets, toilets, and urinals).

The cost of any additional cleaning done by Building personnel will be deducted from the Renter's security deposit.

6. **INDEMNIFICATION.** The Renter agrees to indemnify and hold harmless the City, its officers, employees and agents from any and all claims, demands, costs, damages, losses, actions, causes of action or judgments which the City may pay or be required to pay by reason of any damage to property or injury or death to any person, employee, firm or corporation occurring during the use of the Building by the Renter, its employees, agents, guests or invitees, or any other person attending the Event. The Renter's liability to the City, including liability for damage to the Building, shall not be limited by the amount of the security deposit. Nothing herein shall be deemed to waive any statutory limits on liability available to the City.

7. **CANCELLATION.** At any time prior to 30 days before the Event, the City shall have the right upon notice to the Renter to cancel the Event and terminate this Agreement. The City shall refund any security deposit and any fees paid under this Agreement, and neither party shall have any further liability to one another. At any time the Renter, not giving the City at least three weeks' notice prior to the Event, cancels use of the facility shall forfeit their rental fee as penalty; if the rental fee has not been paid, the amount of the rental fee shall be deducted from their security deposit as penalty. If the renter paid by credit card, please note that credit card fees are non-refundable.

8. **NON-TRANSFER.** This Agreement is non-transferable.

9. **NON- SUFFICIENT FUNDS CHECKS.** If the Renter's check is returned because of Non-Sufficient Funds, the Renter will be charged a \$30.00 fee in addition to the original check amount.

10. **CIRCLE ONE:** Will you be having alcohol at this function? Yes or No

RENTER _____

DATE _____

AGENT APPROVAL _____

DATE _____

- Empty all garbage cans & recycle bins *completely*
 - Replace can liners

- Wipe all tables with disinfectant soap

- Please put all tables & chairs away correctly:
 - Tables like sides together
 - Chairs as directed on wheeled carts

- Vacuum main room carpet & all rugs including front entry
 - IMPORTANT: If carpet is WET, please use carpet cleaner instead of vacuum

- Wipe main door glass to clean handprints/smears

- Wipe down food service area (kitchen) with disinfectant spray
 - Wipe counters, appliances & sink

- Sweep & Mop / mop & bucket are behind the door in the mechanical room
 - Front entry
 - Men's restroom
 - Women's restroom
 - Food service area (kitchen)

- Clean Men's & Women's Restrooms
 - Wipe vanities, sinks & faucets
 - Clean toilets & urinals
 - Clean mirrors
 - Empty all waste receptacles in stalls

- Before exiting please set furnace/air thermostat to "Continuous Unoccupied"

- Leave key under office door

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 Facility Manager Christine Schindler at 763-458-1838 to confirm availability of your date(s).

Step Three: If your date(s) are open, mail or drop off in-person at Medina City Hall the signed contract and full rental rate and damage deposit. Rentals are on a first-come first-serve basis. Rentals reservations cannot be confirmed until payment (rental fee and security deposit) and paperwork have been received at Medina City Hall, 2052 County Road 24, Medina, MN 55340. You can print a contract and special function sheet from the city's website at <https://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?

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 Street, directly behind Farmers State Bank of Hamel off of Hamel Road. When coming off 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 Christine Schindler 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 and click on "TULIP (Purchase or Quote)" and enter the facility code: 0501-AZ7.

Where do I call if I have more questions?

Call Christine Schindler at 763-458-1838 or email her at HCB@medinamn.gov for all questions including availability and booking. Most likely you will need to leave 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.