



City of Hanover Settlers Park Use Permit

Date of Rental: _____ Date of Inquiry: _____

Type of Event: _____ Time of Event: _____

Name of Renter: _____

Address: _____

Contact Number: _____ Email: _____

Payment:

Deposit:	\$100.00	Date of Payment: _____
Rental Fee:	\$125.00	Receipt Number: _____
Tax (6.875%):	\$ <u>8.59</u>	Check Number: _____
Total:	\$233.59	

Reservations are to be contracted for by the individual who thereby accepts full responsibility. No reservations can be made without payment. Payment is not refundable unless the Shelter can be rented for the same date.

The renter will provide a damage deposit due at the time of the rental fee. Any payments made by the renter will be deposited by the City. The damage deposit will be refunded after the City has received confirmation that no damage occurred, no additional cleaning was required, and the rental key was returned.

It is the renter's responsibility to pick up the key for the Shelter during the week prior to the event scheduled. The key may be picked up at City Hall Monday through Friday during business hours.

The renter agrees to enforce all Federal, State and local laws, including the Tobacco Free Policy. The renter agrees to defend, fully indemnify and hold harmless the City from any and all claims, demands, costs, damages, losses, actions, and causes of action or judgments of whatever nature arising out of the use of the premises or any obligations arising from this Agreement, including costs, disbursements, witness fees, professional fees and attorney's fees. The renter will be responsible for any and all clean up, costs or damage in excess of the damage deposit, including collection costs, attorney's fees and any other additional cost incurred by the city due to the failure to clean or damage including lost rental revenue. Renter agrees that in the event that any costs in excess of the damage deposit are not paid, they may be assessed against the renter's property within the City, and the renter agrees to said assessment, waives a hearing, any irregularity in the proceedings, as well as any right of appeal.

Renter's Signature

City Employee's Signature

Key returned: ____ Damage Deposit Refund Released on _____ for \$ _____ to _____.

Shelter Rental Rules and Regulations

- No liquor is to be served or brought onto the premises except the permitted consumption and possession of beer or wine in a quantity not to exceed eight (8) gallons per rental.
- If the renter wishes to have live music and/or a DJ and liquor is present, a Wright County Sheriff's Deputy must be hired for the duration of the event. The arrangement and fee for this service shall be handled at time of rental through City Hall.
- No adult entertainment is allowed as defined in the Adult Entertainment Policy adopted by the Hanover City Council June 15, 1998.
- Kitchen facilities are included in the rental. The Shelter kitchen has a stove, refrigerator, microwave, and sink area. The appliances are non-commercial grade.
- The renter or caterer shall provide all dishes, serving utensils, silverware, linens, towels, dish soap, etc.
- Chairs, tables, or anything else are not to be removed from the Shelter. If any such items are removed, the cost of such items shall be deducted from the damage deposit. If costs exceed the amount of the damage deposit, additional fees may be incurred.
- Staples or tacks may be used for decorations. Nails are not allowed on any walls, ceilings, or other surfaces. Any decorations, staples or tacks must be removed at the end of the event. If any surface is damaged by placement of signs, decorations, or items used to hang such items, a charge shall be deducted from the damage deposit.
- It is the renter's responsibility to see that everything has been cleaned: all appliances wiped off, counter tops cleaned, trash has been removed to the dumpster and liners replaced in the trash cans. The parking lot must be cleaned of all debris. Lights need to shut off and doors locked upon departure. Public Works will decide whether additional clean up or repair is necessary. If so, the cost of same will be deducted from the damage deposit.