



Hanover City Hall Rental Form

Today's Date: _____

Date of Rental: _____

Time of Rental: _____

Type of Event: _____

Approximate number of guests: _____ Alcohol: YES NO

Dance: YES NO Set up the day before: YES NO

Kitchenware: Available items Disposable products

Ice Machine: YES NO Microphone: YES NO

Other: _____

Name(s): _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Email: _____

Fee	Paid To	Amount	Payment	Date Paid
Deposit	City of Hanover	\$50		
Damage Deposit	City of Hanover	\$200		
Hall Rental	City of Hanover	(less \$50)		
Set Up Fee	City of Hanover	\$100		
		SUBTOTAL		
Deputy Fee	WC Sheriff's Dept.	\$240		
Ice Machine	Cash	\$20		
		TOTAL		

It is the renter's responsibility to pick up the key for the Hall the week prior to the event scheduled. The key can be picked up at City Hall during regular office hours: Monday, Wednesday, Thursday from 8 am to 4:30 pm; Tuesday from 8 am to 5:30 pm; and Friday from 8 am to 3:30 pm.

The undersigned agrees to the rental terms:

Renter's Signature

City Representative Signature

Date Wright County Sheriff's Department Contacted: _____

Approval to release \$200 Damage Deposit on _____ per _____ Check _____

HANOVER CITY HALL

11250 5TH ST NE, HANOVER, MN 55341

OFFICE PHONE: (763) 497-3777 MAINTENANCE CONTACT: (763) 477-2596

Reservations are to be contracted for by the individual who thereby accepts full responsibility. No reservations can be made without a **\$50.00 down payment**. Down payment is not refundable. Full rental fee is due 60 days in advance of the event and is not refundable. Damage deposit of \$200.00 is to be paid 60 days in advance of the event. **THE CHECK WILL BE CASHED AND DEPOSITED.**

It is the renters' responsibility to set up tables and chairs; clean off tables and put away. Clean chairs and re-hang on racks. Please pick up garbage on the floor, but it is not necessary to sweep. All garbage is to be removed from the building and placed in the dumpster behind the Hall. All decorations, signs, etc. placed on light poles or street signs within the City must be removed prior to returning the damage deposit. It will be at the City's discretion whether additional clean up is necessary, and if so, the cost will be deducted from the damage deposit. If the building or any equipment is damaged, the cost of repair shall be deducted from the damage deposit. Keys signed out for hall rental must be returned prior to release of damage deposit. The parking lot is to be cleaned of all debris. Any or all of the damage deposit will be returned following the event upon final inspection by the City and approval of the City Council.

Kitchen facilities, dinner plates, cups and silverware are available. The caterer shall provide serving dishes, linens, towels, dish soap, etc. Absolutely no dishes, cups, silverware, chairs, tables, etc., may be removed from the building. If any such items are removed, the cost shall be deducted from the damage deposit. **Note: Please bring your own bar rags.** There is an icemaker for use in the kitchen at an additional fee. The cost is **not** included in the rental fee and is a cash-only payment of \$20.00 to the Hanover Golden Age Club.

When liquor is served, and a dance is taking place, a police officer deputized in Wright County must be on duty for the duration until the premises is vacated. The cost is \$240.00 for 4 hours and is **not** included in the rental fee. (The rate is set by the county and may change). A separate check made payable to Wright County Sheriff's Office will be required to be left with the City at the same time as the final hall payment is due. Arrangements for a Deputy are made by the City of Hanover 3-4 weeks in advance of the scheduled event. The music and serving of liquor is to be stopped at 12:01 a.m. The premise is to be vacated in an orderly manner by 1:00 a.m.

NO ADULT ENTERTAINMENT ALLOWED as defined in the ordinance adopted by the Hanover City Council.

NO ADHESIVE TAPE, TACKS, NAILS OR STAPLES are allowed on any walls, ceilings or other painted and/or varnished surfaces. Table decorations are allowed. If walls or ceilings are damaged by the placement of decorations, or other reasons, a charge shall be deducted from the damage deposit. The City Hall Assembly Room occupancy is 300 people. Use of the Hall for setting up prior to the event date or clean up the day after event day, may be rented for a reduced hall rental fee depending on availability.

***The Renter agrees** to enforce all Federal, State, and local laws, rules and regulations, including the Tobacco Free Policy, during any event held within the facility. Failure to enforce any such rule or regulation may be grounds to immediately terminate the event and to bar the renter from future use of the facility, or to apply appropriate conditions to future rental. Appropriate conditions may include posting of additional security, or payment of rental fees, if previously waived.*

***The Renter agrees** to defend, fully indemnify and hold harmless the City from any and all claims, demands, costs, damages, losses, actions, 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 fees. The Renter will be responsible for any and all clean up, costs or damage in excess of the damage deposit, including collection costs, attorneys fees and any other additional cost incurred by the City due to the failure to clean or damage including lost rental revenue. The 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 and/or any irregularity in the proceedings, as well as any right of appeal.*