

City of Hanover

Hall Rental Form



Today's Date: _____

Date(s) of Rental: _____

Type of Event: _____

Event Time Start: _____ Event Time End: _____

Approximate number of guests: _____ Set up the day before: YES NO

Alcohol: YES NO

Name(s): _____

Address: _____

Contact Number: _____

Email: _____

Fee	Paid To	Amount	Payment	Date Paid
Deposit to reserve date (applied to rental fee)	City of Hanover	\$50		
Damage Deposit	City of Hanover			
Hall Rental (less \$50 if applicable)	City of Hanover			
Set Up Fee (per extra day)	City of Hanover			
		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 through Thursday from 7:30 am to 4:30 pm and Friday from 7:30 am to 1:30 pm.

The undersigned agrees to the rental terms (see other side of agreement):

Renter's Signature

City Representative Signature

Approval to release Damage Deposit on _____ per _____ Amount _____

HANOVER CITY HALL

11250 5TH ST NE, HANOVER, MN 55341

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

The City shall have first priority for all governmental activities or emergencies. The priority for all other uses shall be determined as a first-come, first-served basis, pre-arranged and paid prior to use.

NO ADHESIVE TAPE, TACKS, NAILS OR STAPLES are allowed on any walls, ceilings or other painted and/or varnished surfaces, including the floor. 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.

NO FOG MACHINES OR PYROTECHNICS ARE ALLOWED.

The City Hall Community 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.

Available Items: 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 and is included in the fee.

Cleaning: It is the renter's responsibility to leave the Hall clean. A specific cleaning checklist is in the kitchen area as well as a copy provided to the individuals renting the Hall. 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. The parking lot is to be cleaned of all debris. 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 or invoiced if damages exceed the amount of the damage deposit.

Keys signed out for hall rental must be returned prior to release of damage deposit.

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.

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.

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.