



## Settlers Park Shelter Rental Information

### Checklist for Settlers Park Shelter:

- Kitchen is clean: Appliances wiped clean inside and out; counters are wiped clean; refrigerator is empty and door shut; and sinks are clean of debris. Oven has been turned off.
- Please do not put food, grease, or garbage down the sink drains.
- Tables, chairs, and benches have been wiped clean.
- Garbage has been picked up from shelter, kitchen, restrooms, parking area and play area.
- Garbages have been emptied and put in dumpster located near City Hall. A recycling bin is located near the rear doors of City Hall in a cubby area. Put new liners in garbage cans.
- Decorations have been removed along with the staples or tacks used to hang them.
- Horseshoes have been put back in kitchen area.
- Lights have been shut off.
- Lock shelter kitchen door.
- Return key. The key may be returned in person at City Hall during business hours or put in the gray box located by the front doors of City Hall.

### Alcohol Information:

The City of Hanover has a Consumption and Display License which permits the following:

- Allows for the consumption and display of intoxicating liquor on the premises.
- Allows for the serving of liquids for the purpose of mixing with liquor that is brought by the customer (renter).
- Does not allow the sale of intoxicating liquor.
- Does not allow for the consumption or display of intoxicating liquor during the following hours:
  - Between the hours of 1 am and 8 am Monday through Saturday.
  - Between the hours of 1 am and Noon on Sunday.

If the rental party desires to have a cash bar, the caterer of the event must have the proper license to sell intoxicating liquor and provide a copy of the license for the City. This will be included with the information provided by the renter.

### Emergency Contacts:

In case of emergencies, please contact a Public Works employee:

- Jason (JR) Ramthun 612-719-0699

These numbers are also located in the glass case outside of the front door of City Hall.