



HANOVER FACILITIES RENTAL FEES

11250 5th St NE, Hanover, MN 55341 | 763-497-3777

You may submit questions to CityHall@ci.hanover.mn.us

| HANOVER COMMUNITY HALL RENTAL RATES <u>FOR NON-RESIDENTS</u> | |
|--|--|
| Alcohol Damage Deposit: \$1,000 Rental Fee: \$850 Total: \$1,850 | No Alcohol Damage Deposit: \$600 Rental Fee: \$550 Total: \$1,150 |
| An Additional day to set up or take down can be added to any reservation for a flat fee of \$300 | |

| HANOVER COMMUNITY HALL RENTAL RATES <u>FOR RESIDENTS</u> | |
|--|--|
| Alcohol Damage Deposit: \$700 Rental Fee: \$550 Total: \$1,250 | No Alcohol Damage Deposit: \$400 Rental Fee: \$350 Total: \$750 |
| An Additional day to set up or take down can be added to any reservation for a flat fee of \$300 | |

RENTAL FEES / DEPOSITS/ CANCELLATIONS

The damage deposit is due at the time of reservation for the Community Hall. The remaining balance owed will be due 60 days prior to the event. Full payment for Settlers Park Shelter is due at the time of reservation.

If the event is within 60 days, the full amount will be required to confirm the event. No spaces will be "held" or "penciled in".

If the remaining balance is not received 60 days before the event, the reservation will be forfeited, and no refunds will be issued for the damage deposit.

If the event is cancelled with more than 60 days' advance notice, the damage deposit, less \$50 will be refunded to the renter.

Following the event, the damage deposit will be refundable if the city determines there was no damage during the event, the keys were returned, and the facility was left clean and in the same condition as when it was rented to you. In the event damage is found, or the facilities require additional cleaning, this amount will be deducted from your damage deposit refund to cover those costs. Damage deposit Refunds are approved at regularly scheduled City Council Meetings.

| HANOVER COMMUNITY HALL RENTAL RATES – OTHER OPTIONS | |
|--|--|
| Benefit/Fundraiser* with Alcohol/Dance Total: \$125 <small>*see fee schedule for definition</small> | Benefit/Fundraiser* with No Liquor Total: \$125 <small>*see fee schedule for definition</small> |
| Hanover Civic/Non-Profit - Weekday Total: \$50/meeting | Hanover Civic / Non-Profit - Weekend Total: \$125/meeting |
| Conference Room Only No Alcohol Total: \$125 | Weekday (M-TH) during Business Hours – Up to 4 hours No Alcohol Total \$200 |
| Kitchen Use Only Total: \$20/hour | Funeral Receptions No Alcohol Total: \$125 |

| SETTLER'S PARK SHELTER RENTAL RATES | |
|---|--|
| Shelter Only Damage Deposit: \$100 Rental Fee: \$186.25 Tax (6.875%): \$13.75 Total: \$300 | Shelter + Hall Rental Damage Deposit: \$0 Rental Fee: \$186.25 Tax (6.875%): \$13.75 Total: \$200 |
| If the same group is also renting City Hall, the damage deposit for the Shelter is waived. The full amount is due upon reservation. | |

Renter Initials: _____ City Rep Initials _____ Date: _____



HANOVER FACILITIES RENTAL INFO & RULES

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FACILITY RENTAL INFORMATION & PAYMENTS:

Rental applicants on the signed rental agreement form accept full responsibility for the provided provisions. Availability dates are subject to change and are reserved on a first-come-first-serve basis. City governmental activities or emergencies retain priority for rental usage.

Rental rates are based on the current year's Fee Schedule and are subject to change annually.

Requests for rescheduling are approved based on availability. Rescheduling fees may apply.

The final Damage Deposit return will be based on post-event inspection. Any damages exceeding the deposit amount will be itemized and billed to the applicant on the Rental Agreement. Deposit return checks will be issued to the renter's name and address on the original form. Checks are mailed via USPS. The damage deposit will not be released until the facility keys are returned.

FACILITY RENTAL KEY INFORMATION:

It is the renter's responsibility to pick up the key for the facility during the week prior to the event scheduled. The key may be picked up at City Hall during these times: Monday through Thursday from 7:30 am to 4:30 pm or Friday from 7:30 am to 1:30 pm. The key needs to be returned in order for the damage deposit refund to be processed. All individuals and organizations who check out a key fob or key must sign a form acknowledging that they have received a copy of our policy and their responsibility for safe return of the key fob or key. Failure to return the key fob or key to the city will result in the city charging a lost key fee to the individual or organization responsible for losing the key fob or key. The fee is \$200.

EMERGENCY INFORMATION:

In the event of an emergency, please contact our Public Works Supervisor. City personnel contact information is also posted outside the front entrance of City Hall. **Public Works @ 612-286-4209**

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 to the City for review prior to the event. This will be included with the information provided by the renter.

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HANOVER COMMUNITY HALL INFORMATION:

Included with Hall Rental:

- Banquet tables (8 feet by 30 inches); one 6ft round table; metal folding chairs for 235 people. (Max capacity: 300 people. Approximate dimensions: 50ft x 60ft)
- Full access to commercial-grade kitchen which includes stove & oven range, one double-door refrigerator, one freezer, one baking sheet warming oven, several large commercial cookie/sheet pans, stainless steel island, sinks, and dishwasher.
- Tableware provided: Plates, cups, silverware, coffee urns, and water pitchers.
- Commercial coffee maker & coffee filters: double-sided, each side makes approximately 36 cups.
- Commercial ice machine: *Please return ice scoop to side tray to avoid being buried in machine
- Bluetooth sound system: In-ceiling sound system with Bluetooth connectivity.
- Three synchronized projectors are available. Directions to connect are located under A/V cabinet.
- Free Wi-Fi is available: "Hanover Guest" - Password: Guest@COH
- Cleaning supplies: Mop & mop bucket, floor cleaner, dust broom, kitchen broom & dustpan, surface cleaner, paper towels, disinfectant wipes, and heavy-duty garbage bags.

NOT Included with Hall Rental:

- Coffee grounds for coffee makers. Filters are provided.
- Serving dishes, utensils for serving and/or cooking
- Table linens & event decorations
- Dish soap, dish rags, and towels for cleaning tables and the kitchen area

Renter Responsibilities:

- Event setup using included tables & chairs
- Follow all cleaning procedures listed in the provided checklist. Damage deposit may be withheld for non-adherence
- Ensure all lights are turned off and all doors, front and back, are securely locked. Building access instructions are provided upon key pickup.
- Timely return of all keys. A gray drop box is located outside the front door for after-hours return.

Prohibited Actions & Usage:

- No adhesives, tacks, pins, staples or other means of hanging decorations are allowed that may damage walls, ceilings, or painted / varnished surfaces. If walls, ceilings, or floors are damaged, the damage deposit will be charged.
- No glitter or confetti
- Fog machines and/or pyrotechnics are prohibited.
- No removal of City property to include, but not limited to, dishes, silverware, tables, chairs, etc.
- **Adult Entertainment is strictly prohibited.**
- Music and serving of alcohol must cease by 12:01 a.m. and property must be vacated by 1:00 a.m.

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SETTLER'S PARK SHELTER INFORMATION:

Included with Shelter Rental:

- Picnic tables: 15 tables (8 feet by 30 inches); one wheelchair accessible table (10 feet by 30 inches)
- Banquet tables: 3-6 tables (8 feet by 30 inches)
- Full access to the kitchen area, which has a residential fridge, stove, microwave, sink, and lights
- Inside / Outside 20 Outlets (120v outlets)
 - NO 220v outlets
- 4 Horseshoe Pits
- Volleyball Court

NOT Included with Shelter Rental:

- 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.
- Dishes, serving utensils, silverware, linens, towels, dish soap, etc.

Renter Responsibilities:

- Event setup using included picnic tables & chairs
- Follow all cleaning procedures listed in the provided checklist. Damage deposit may be withheld for non-adherence
- Parking lot and grassy areas must be cleared of all debris
- Ensure all lights are turned off and all doors & windows, front and back, are securely locked. Building access instructions are provided upon key pickup
- Timely return of all keys. A gray drop box is located outside the front door for after-hours return

Prohibited Actions & Usage:

- No liquor is to be served or brought onto the premises except for the permitted consumption and possession of beer or wine in a quantity not to exceed eight (8) gallons per rental.
- **Adult Entertainment is strictly prohibited.**
- No glitter or confetti
- 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 the placement of signs, decorations, or items used to hang such items, a charge shall be deducted from the damage deposit.

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FACILITY RENTAL CLEANING CHECKLIST INFORMATION:

The renter is aware that a partial or full damage deposit may be withheld for non-adherence to the checklists below.

HANOVER COMMUNITY HALL CLEANING CHECKLIST

- | | |
|---|--|
| Remove all indoor & outdoor decorations without damage | Wipe down all tables & chairs |
| Store all tables & chairs per diagram | Pick up garbage and empty all garbage cans |
| Replace liners in all garbage cans | Take garbage & recycling out to the appropriate bins |
| Sweep floors (event hall, kitchen, & hallways) | Mop floors (event hall, kitchen, & hallways) |
| Clean the kitchen (wipe all surfaces, microwaves, & sinks) | Dishes washed, dried, & put away |
| All items in fridge, freezer, and warmers should be removed | Turn off lights |
| Lock all front & rear doors | Return key in gray box outside front door |
| Parking lot, front & rear entrances free of trash, decorations, & cigarette butts | |

SETTLER'S PARK SHELTER CLEANING CHECKLIST

- | | |
|--|---|
| Remove all indoor & outdoor decorations without damage | Wipe down all tables, chairs & benches |
| Pick up garbage and empty all garbage & recycling cans | Replace liners in all garbage & recycling cans |
| Take garbage & recycling out to the appropriate bins | Clean the kitchen (wipe all surfaces, appliances, & sink) |
| Do not put food, grease, or garbage down the drain | All items in the fridge should be removed |
| Put horseshoes in kitchen (if used) | Turn off lights |
| Lock kitchen/shelter doors | Return key in gray box outside City Hall front door |
| Pick up all garbage from shelter, park, and parking lot to include all cigarette butts | |

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HANOVER FACILITIES PAYMENT WORKSHEET

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DAMAGE DEPOSIT DUE: \$_____ AMOUNT PAID: \$_____ DATE PAID:_____

RENTAL FEE DUE: \$_____

AMOUNT PAID: \$_____ DATE PAID: _____

AMOUNT PAID: \$_____ DATE PAID: _____

AMOUNT PAID: \$_____ DATE PAID: _____

AMOUNT PAID: \$_____ DATE PAID: _____

TOTAL AMOUNT DUE: \$_____ TOTAL PAID: \$_____

PAID IN FULL DATE:_____

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