

RENTAL APPLICATION FOR THE HELGA TOWNSHIP TOWN HALL

25895 County Road 9, Bemidji, MN 56601

To Rent Contact: Becky Reinarz / 218-390-8124 / helgatwprental@gmail.com

Rental Fees Security Deposit: \$ 100 (Seperate Check)		
1 Room rental:	\$ 25 per hour	\$ 100 per day
1 Room & Kitchen:	\$ 30 per hour	\$150 per day
Entire Downstairs:	\$ 35 per hour	\$200 per day
Auditorium:	\$ 30 per hour	\$150 per day
Town Hall: Downstairs and Auditorium(excludes 2 upstairs class rooms)	NA	\$500 a weekend (Friday 4 pm-Sun noon)
Nary Heritage Pavillion(outside space) without ice. The ice will not be rented.	\$ 25 per hour	\$100 per day
Nary Heritage Pavillion and warming room The ice will not be rented.	\$ 30 per hour	\$150 per day
Whole Grounds: Town Hall downstairs and auditorium), pavillion, warming room(excludes 2 upstairs class rooms)	NA	\$1500 a weekend (Friday 4 pm-Sun noon)
Fees updated 11/25/21		

****Day rate is for 8 am to 8 pm-no overnight set up or clean up**

Applications must be submitted to the township at least 14 days before the event along with security deposit and applicable fee.

Date of the Event: _____

Type of Event: _____

Rental Hours. Starting Time: _____ Ending Time: _____ (no later than ____)

Room Rental:
 _____ Kitchen _____ North Room _____ South Room _____ Auditorium _____ Pavillion _____ Pavillion and room

Set-up and Clean-up Times. Applicant may request additional time to set-up for the event or to clean-up after the event. Must be on the same day for the "Day" rate.

Set-up Date & Times: _____ Clean-up Date & Times: _____

Renter Information

Company/Entity name:if applicable _____

Name of Renter: _____

Address: _____

Daytime Phone: _____ Alternate Phone: _____

Email _____

Alcohol: Will any alcohol be brought to or consumed at the event? ___ Yes ___ No

IMPORTANT: Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. If alcohol will be present, the Town will require the Renter to hire a licensed security company to provide security for the event.

Name of Company _____ phone _____

Proof of payment with event dates stated _____

Insurance (needed if alcohol or more than 50 people)

Renter will be required to provide proof of liability insurance before the event in an amount determined by the Town.

Proof of insurance _____

Rental Fees & Damage Deposit

At the time of application, a security deposit check for \$100 and a check for the correct fee must be submitted at least 14 days prior to the event.

The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Renter understands and agrees that if the application is approved, Renter is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

The approval is conditioned upon the following modifications, limitations, or additional requirements (if any):

Renter's Signature: _____ Date: _____

TOWN USE ONLY	
Deposit Received _____	Amount: _____
Rental Fee Received _____	Amount: _____
Checklist _____	

HELGA TOWNSHIP HALL and and NARY HERITAGE PARK PAVILION RENTAL POLICY

The Town Board hereby adopts the following as the rental policy for the rental of the Helga Township Town Hall and/or Nary Heritage Park Pavillion.

1. **Definitions.** For the purposes of this policy, the following terms shall have the meaning given them in this section.

a. Alcohol. "Alcohol" means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.

b. Event. "Event" means the entire period for which a Renter has rented the Hall, including any permitted set-up or clean-up periods.

c. Grounds. "Grounds" means the land immediately adjacent to and surrounding the Hall and the Nary Heritage Park Pavilion that is owned by the Town.

d. Guests. "Guests" means those who attend the Event.

e. Hall/Pavilion. "Hall" means the Helga Township Hall building, "Pavilion" means the Nary Heritage Park Pavilion located at 25895 County Road 9, Bemidji, MN 56601.

f. Rental Application. "Rental Application" means the form developed by the Town to be completed and submitted to the Town by proposed Renters to seek permission to rent the Hall or Pavilion.

g. Rental Request. "Rental Request" means the submission of a completed Rental Application by a proposed Renter seeking permission from the Town to rent the Hall or Pavilion.

h. Renter. "Renter" means the person, corporation, or entity that submits a Rental Application to rent the Hall or Pavilion.

i. Town. "Town" means Helga Township, Hubbard County, Minnesota and any references to actions or approvals by the Town are to its Town Board of supervisors.

2. Renters Bound by Policy.

Rental of the Hall or Pavilion constitutes Renter's acceptance of the terms and conditions of this policy. The Renter assumes full responsibility for any damage caused in connection with the Event and for the actions of Guests who attend the Event. If a corporation or entity is renting the Hall, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.

3. Rental Request.

a. Process. All rental requests must be made on the application form provided by the Town and shall be delivered to the Rental Administrator. All rental requests must be made at least 14 days before the proposed Event. When a completed Rental Application is received, the Town will notify the Renter of whether the request is approved. All approvals are subject to and conditioned upon: the payment of all required rental fees and a damage deposit (~~if required~~); any modifications, limitations, or additional

requirements indicated on the Rental Application; and compliance with all the provisions of this policy and any other applicable rules or regulations.

b. Rental Hours. The rental hours for a particular Event shall be as indicated by the Town on the Rental Application form and approved by the Town. The Town may approve additional hours to set-up for, and clean-up after, the Event. The Renter and all Guests must vacate the Hall by the end of the rental hours. Set up and Clean up time, if allotted, will happen on the same day as the rental. No overnight time.

c. Sublet or Transfer. A Renter may not sublet the Hall, nor may the application or rental privileges be transferred or assigned.

d. Cancellation. Approved rental requests may be cancelled as provided in this section.

i. By Town. The Town may cancel any approved rental request in any of the following circumstances:

(1) at any time if the Renter fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to file the required damage deposit within the time set, failing to pay the rental fee in full by the time set, failing to provide for security when required, failing to provide proof of insurance when required;

(2) for any reason if the Town provides notice of cancellation to the Renter at least 30 days before the Event; or

(3) at any time for reasons beyond the Town's control, such as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services.

If the Town cancels a rental request after it has been approved, except for Renter's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees and damage deposit paid by the Renter. Renter acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss, or damages resulting from the Town's cancellation of a rental request as provided in this section.

ii. By Renter. A Renter may cancel a rental request up to 14 days before the Event. The Town will return any rental fees and damage deposit paid by the Renter. A Renter canceling a rental request within 14 days of the Event forfeits all rental fees paid the Town, but the Town will return the damage deposit if one was paid.

4. Rental Fees and Damage Deposit.

The following rental fees and damage deposit apply to the rental of the Hall or Pavilion and must be paid to the Town at least 14 days before the Event. Rental fees are not refundable, except that any unused portion of the damage deposit will be returned to the Renter within 21 days after the day of the Event. A separate check should be made out for the deposit and one for the rental fee.

Damage Deposit. The Town will require a Renter to post a damage deposit with the Town at least 14 days before the date of the Event. The Renter is responsible for all damages caused to the Hall or Pavilion or Grounds during the Event. The damage deposit will not be returned if the Renter does not abide by the rental policy and will also require the Renter to pay for any damage or repair that is caused by the Renter or their Guests. Any unused portion of a damage deposit will be returned to the Renter within 21 days of the day of the rental. If the costs to clean and repair the Hall or Pavilion exceed the amount of the damage deposit posted, the Renter shall

be responsible for reimbursing the Town for all costs the Town incurs to clean and repair the Hall or Pavilion, including all collection costs. The Town will provide the Renter a bill containing an itemized list of the costs incurred to clean and repair the Hall or Pavilion that is due and payable upon receipt.

5. Use of the Hall or Pavilion

The Renter and Guests must comply with all of the following Policy:

- a. Set-Up and Decorations. The Town may allow the Renter to enter the Hall or Pavilion before the rental hours in order to set-up or decorate for the Event. Decorations may not be affixed to the Hall in any way that damages the Hall. Confetti, birdseed, rice, or other like items are prohibited.
- b. Sound Levels. Sound levels must be controlled so as to not cause damage to the Hall or Pavilion or to unreasonably disturb neighbors.
- c. Disorderly Conduct. Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused by anyone one allowed to enter the building during their event.
- d. Alcohol. No liquor, wine, or beer shall be sold or otherwise exchanged for compensation in connection with the use of the Hall. If alcohol is to be consumed, the Renter must indicate that fact on the Rental Application. All laws and regulations regarding alcohol must be followed.
- e. Security. The Town will-require the Renter to have a licensed security officer present during the Event to provide security and to help enforce the provisions of this policy. The Renter will be responsible for making all arrangements to secure the services of a security officer, paying for the service, and for providing the person a copy of this policy.
- f. Gambling. Gambling of any nature or manner is prohibited.
- g. Smoking. The Hall and Pavilion are smoke-free buildings and smoking of any kind is prohibited in the Hall or Pavilion and within 30 feet of the Hall or Pavilion .
- h. Parking. Guests may not park on the lawn or in any way that causes damage to the Grounds or that interferes with traffic or safety.
- i. Charging Admission. The Renter may not charge admission for the Event unless approved by the Town.
- j. Safety.
 - i. No furniture, decorations, or other items may be placed in such a way as to block the exits.
 - ii. The Renter is responsible for assuring the Hall or Pavilion does not become overcrowded.
 - iii. No open flames, sparklers, or any fireworks are permitted in the Hall or Pavilion or on the Grounds(except in the designated fire pit area).
- k. Clean-Up. The Renter is responsible for cleaning the Hall or Pavilion and must return the Hall or Pavilion to at least the same condition it was in before the rental including:
 - All food must be removed from the building
 - Floors, counters, tables, dishes must be cleaned and put away, including no dishes left in the sink or drainer
 - Trash bags must be removed and taken to the garage receptacle
 - All windows and doors must be closed and secured • No running water left on • All lights must be shut off
 - Doors and windows locked
 - Thermostats turned down to 60* 55°F
- l. The Renter will complete the checkout checklist and place it in the wall file labeled Rentals before leaving the premises.

6. Assumption of Responsibility.

The Renter assumes full responsibility for the appropriate conduct of all Guests at the Hall or Pavilion during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall or Pavilion, the Hall or Pavilion contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or Guests. The Town is not responsible for any items that are left at the Hall by the Renter or Guests.

7. Indemnification.

The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

8. Insurance.

The Renter may be required to provide proof of liability insurance before the Event proving coverage in an amount determined by the Town. Insurance will be required of Events with more than 50 people or alcohol being served. If proof of insurance is required, the Renter must deliver the proof to the Town at least 7 days before the Event. Failure to provide adequate proof of insurance as required by the Town will void the rental request and any approvals given by the Town.