

Springfield Area Community Center RENTAL CONTRACT FOR WEDDING RECEPTIONS

This agreement is made on this _____ day of _____, _____ between the City of Springfield, Brown County, Minnesota, as operator of the Springfield Area Community Center AND

(NAME)S **BRIDE** _____ **GROOM** _____

DATE OF EVENT _____ REQUIRED ROOMS _____

USAGE COST: **\$5.25 PER GUEST** **Estimated Attendance** _____

NONREFUNDABLE DEPOSIT: \$1000.00 (Due at Contract signing) Deposit Paid \$ _____
BALANCE DUE - Day prior to event

DAMAGE/CLEAN UP DEPOSIT: \$500.00... Due day prior to event (see #4 under Renters Policies below)
(Please fill in the following – if you know – otherwise contact us approximately 1-2 months prior to date)

GUESTS – due 2 weeks prior _____ LINEN COLOR _____

WEDDING TIME _____ NAPKIN COLOR _____

SOCIAL HOUR TIME _____ STAGING _____

DINNER SERVING TIME _____ # IN WEDDING PARTY _____

DANCE BEGINNING TIME _____ # ROUND TABLES _____

D.J. SET-UP TIME _____ # BANQUET TABLES _____

CATERER _____ WAITRESSES NEEDED _____

CAKE DELIVERY TIME _____ LIQUOR ORDER –due 2 wks prior _____

OTHER: PA SYSTEM _____ SCREEN _____ TV/VCR/DVD _____ LCD _____ PIANO _____ PODIUM _____

RENTERS POLICIES

1. A \$1000.00 **non-refundable** deposit is required to hold reservation date, and will be applied to total cost.
2. No smoking in building. MN Clean Air Act (State Statute 144.414) prohibits smoking in public places.
3. Notify Center director of any damage you find prior to event.
4. Damage/Clean up deposit required. Renter will be charged for damage/clean up to building or premises.
5. Obtain permission from Center director to tape, staple or attach in any way décor to walls or ceiling.
6. Items brought in must be vacated at the end of the evening – see the director for other arrangements.
7. Alcohol arrangements are to be completed with the Center Director (2) two weeks in advance.
8. If wanting access to any room prior to Friday, there will be a fee charged for those days.
9. Kitchen policies are posted in the kitchen – please inform your caterer.
10. Any and all Community Center workers are to be included in the number for meals served. *Please ask director how many workers will be there the night of the event.*
11. Evening activities are to be concluded by 12:30 am and the building vacated by 1:00 am.
Renters expressly agree to indemnify and hold harmless the City for any and all occurrences resulting from, or relating to, use of said Community Center.

We/I understand and agree to the above policies concerning usage of the Springfield Area Community Center.

NAME _____

SIGNATURE _____

ADDRESS _____

DATE _____

PHONE _____

S.A.C.C. Rep _____

Springfield Area Community Center
RENTAL CONTRACT FOR WEDDING RECEPTIONS

Renter(s) Responsibilities for using the Springfield Area Community Center:

1. **Reservations** will be on a first come first serve basis. A \$1000.00 Non-Refundable deposit is required to hold a reservation date. Balance due day prior to event stated on the rental contract.
2. **No Smoking.** The Minnesota Clean Air Act (State Statute 144.414) prohibits smoking in public places, which applies to the Springfield Area Community Center. Please help us by informing your guests of this policy. There are areas outside of the building that are designated for smoking.
3. **Damage/Clean Up Deposit.** No charge will be made prior to event. Renter will be charged for damage or clean up if not adequately completed. See section 4 for specifications. A damage deposit is required for all events serving liquor. Deposit returned if no damage assessed.
4. **Clean Up Maintenance.** The following rules must be adhered to:
 - a. Floors are to be left in the manner in which they were received. Please make sure all items are picked up off the floor.
 - b. Hanging panel partitions are not to be moved.
 - c. Rest rooms are to be left in clean conditions.
 - d. Exterior of the building must be picked up. This includes cigarette butts, empty containers and trash.
 - e. Check the Center carefully for any damage before you leave the building and notify Center Representative of any damages that you find.
5. **Kitchen.** If using the kitchen for your event, please adhere to the policies posted in the kitchen.
6. **Alcohol.** Springfield Golf Club carries the liability insurance and license to serve liquor on-sale at the Springfield Area Community Center. The Renter must make arrangements with the Community Center in order to have liquor service for events. All city ordinances and state laws must be adhered to. On-sale liquor is not available to small groups and Sunday events; special arrangements must be made if the event sponsor desires to serve liquor to guests for these events.
7. **A Security Officer** may be on hand for a fee if you choose, or if deemed necessary.
8. **Youth Activities.** Must be chaperoned by adults.
9. **Items lost or broken.** Renter is responsible for items lost or broken that belong to the Center.
10. **Evening Activities** must break up by 12:30 a.m. and the building vacated by 1 a.m.
11. **The following items are available for use** during your event at the Center, at no additional charge:

5ft. Round Tables	8ft. Rectangle Tables	Banquet Chairs	Piano	Beverage Dispensers
Overhead Projectors/Screens	LCD Player	Cable Available	Cupcake Tiers	
PA System	Wi-Fi	Floor or Tabletop Podium	TV with DVD/VCR Player	
12. **When leaving area rented,** be sure all lights are off, and windows and doors are closed.

Responsibility Acceptance

I, THE UNDERSIGNED, have received a copy of the Springfield Area Community Center Use Policies, have read the policies and do hereby agree to follow or abide by the Springfield Area Community Center Policies set out therein.

It is further agreed that any action, manner or activity which requires police presence, the Springfield Police Department reserves the right to close down the event.

Anything not covered by the above rules and guidelines will be decided when appropriate. All regulations and rates subject to change.

Please sign and return the original copy of the contract along with your deposit check. Keep the second copy for your files. Return all contracts to:

Springfield Area Community Center
33 South Cass Avenue, P.O. Box 22
Springfield, MN 56087
Tel: 507-723-3517 FAX: 507-723-5213

(Signature of Renter)

(Signature of Center Representative)

(Date)