

TOWN OF NORMANNA

6472 French River Road • Duluth, MN 55804

Questions? Contact the Town Clerk – Ellen Hanson at 218.626.5162

TOWN HALL RENTAL AGREEMENT

NORMANNA TOWN HALL IS A NON-SMOKING AND ALCOHOL FREE BUILDING!

Key Number: _____

1. **Purpose** or type of rental: _____

2. **Deposit** amount \$50.00 Check Cash Date received: _____
(Please check one!)

The deposit amount must be paid to confirm your reservation. Please pay and return contract ASAP. Renters agree to pay any and all damages that occur during the time of use.

3. **Date** of rental: _____ Time of rental: _____ to _____
Please include set-up and clean-up times in hours listed above.

4. **Rental Fee** amount: \$ _____ Date received: _____

All rates are half price for Normanna Township residents.

Rental payment is due the week before your event when you may also pick-up the keys to the building. Fee descriptions are listed below...

Social Activities & Private Money Makers (Including Craft and Rummage Sales)

Weekday Rate (Monday - Friday): **\$40.00** for the 1st four hours, then **\$10.00** for each additional hour.

Saturday, Sunday or Holiday Rates: **\$80.00** for full day or **\$50.00** for half days.
(The hours for half day rates are: 8:00 a.m. to 4:00 p.m. and 4:00 p.m. to 12:00 a.m.)

Long Weekend Rate: Friday 4:00 p.m. to Sunday 4:00 p.m. **\$130.00**

Meetings, Clubs, Education or Other Class Rentals

\$10.00 for one hour

\$20.00 for two hours (\$10 each additional hour)

5. CONDITIONS & TERMS OF RENTAL

- The property rented must be used for purposes above stated, and none other.
- The premises must be left in a clean and orderly condition: 1. floors swept & mopped if needed, 2. tables & chairs wiped off & returned to prior state, 3. kitchen appliances left in good condition including oven if used, 4. washrooms left clean, 5. decorations removed including masking tape, 6. garbage removed. 7. Premises must be locked and keys left in the building.

NORMANNA TOWN HALL RENTAL AGREEMENT

- The premises must be used for a lawful purpose. Violation of any laws, statutes or ordinances of Federal, State, County or Township by the renters will result in termination of the rental agreement and forfeiture of any rent or deposit paid.
- The undersigned renters agree to pay any and all damages to the premises or content thereof, that occurs during the time of its use.

6. BUILDING USE HOLD HARMLESS

Rental Party agrees to defend, indemnify, and save harmless the Town from any and all liens, claims, suits, demands, liability, judgments, costs, damages, and expenses which may accrue against or be charged or may be recovered from the Town by reason of or account of any claim for damage arising from Rental Parties use or occupancy of the premises whether or not a person or persons including

Rental Party, its members, Rental Party employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Rental Party, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Rental Party under this agreement.

We understand the above conditions and do accept them and agree to the terms.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Name or Organization of Rental Party: _____

Signature: _____ Date: _____

Please return this form with fees to: Questions to Ellen at ehanson5@d.umn.edu
**Town Clerk – Ellen Hanson
6083 Lakewood Road
Duluth, MN 55804**

7. RESERVATIONS

- All paying rentals have a **\$50.00** deposit for damage, failure to leave hall in clean condition will result in loss of your deposit.
- The Hall will be reserved when your **\$50.00** damage deposit is received.
- The rental fee must be paid at least 2 days before the event.
- Deposit reimbursement is issued after the first available Town Board meeting following your event (with the Town Hall being left in satisfactory condition).

8. CANCELLATION

To receive a refund, you must cancel one day prior to the event.

9. FREE OF CHARGE

- **Funeral gatherings and Benefits:** for Normanna residents.
- **Public Information Meetings:** to benefit residents of Normanna.
You must sign up for space and pick up keys for these events.

NORMANNA TOWN HALL RENTAL AGREEMENT

HALL DESCRIPTION

The Hall is 50 x 24 feet and unisex washroom. Seated dining is approximately 75 people.

The kitchen is equipped with:

- 30 cup electric coffee maker
- Microwave
- 4 burner electric stove with oven
- Small refrigerator
- 2 basin sink
- Unisex washroom

YOU MUST FURNISH YOUR OWN:

1. Dish soap & scouring pads
2. Cleaning rags
3. Mops and buckets
4. Plates, glasses, cups, silverware, pots
5. Garbage bags
6. Masking tape (**please use only masking tape for decorations.**)

NORMANNA WILL FURNISH:

1. Swiffer sweeper
2. Brooms
3. 75 chairs
4. 8 tables (some 8' x 2.5') (some 6' x 2.5)

CLEAN-UP CHECK LIST

Renter is responsible for the following:

- Take all decorations down and remove all tape from walls. Completely sweep the room.
- Wipe chairs and return them to prior setup.
- Wipe tables and return them to prior setup.
- Clean washroom and empty all garbage.
- When using kitchen – be sure to clean off – stove and oven, sinks and refrigerator, and wipe down surfaces.
- Place garbage in bags and dispose of them.
- Wet mop floors with plain water only (no soap please).
- Keys should be left in the building when you leave and building should be locked.