



## RENTAL APPLICATION

### Event

Date of Application:

Event Name:

Date of Event:

Organization (if applicable):

Number of people expected:

Time guests will arrive:

Time they will leave:

Lock box code (if applicable):

Does your event include any fundraising, raffles or concessions? ☐ Yes ☐ No

### Applicant

Applicant Name:

Address:

Phone:

Email:

Where did you hear about us?

### Contact for Event

Same as 'Applicant' information above: ☐ Yes ☐ No

Contact Name:

Phone:

Email:

### Weddings: *Fill out the following section:*

Name of Bride & Groom:

Event will include (mark all that apply): ☐ Nuptials ☐ Reception

Other (describe):

Ceremony location:

Wedding start time:

**Alcohol:** Fill out the following section if you plan on having alcohol at the event:

Will alcohol be served: ☐ Yes ☐ No

Will you be using an alcohol caterer: ☐ Yes ☐ No

Name of alcohol caterer (if applicable):

Will you be bringing your own alcohol: ☐ Yes ☐ No

Name of person(s) distributing:

Person(s) distributing will need to provide MCC with a signed 'Distribution of Alcohol Agreement' provided in this packet.

**Food:** Fill out the following section if you plan on having food at the event:

Will you have a catered meal: ☐ Yes ☐ No

Name of food caterer:

They will need to provide MCC with a copy of their license and a general liability certificate of insurance.



# RENTAL CONTRACT

## Introduction

Thank you for selecting the Morristown Community Center! We are prepared to do whatever it takes to make your event a success. To clearly communicate policy, we ask that the contact person for your event read this contract and ensure all persons involved in the rental abide by it. If at any time you have questions, please contact us immediately.

## Contract

THIS AGREEMENT, is made and entered into this  day of  by and between

the City of Morristown, also known as Morristown Community Center or MCC, and

Applicant Name

NOW THEREFORE, the parties agree to the following:

1. Reservations.
  - a. Tentative reservations will be held no longer than two (2) weeks.
  - b. A permanent reservation requires payment of the rental fee.
  - c. Reservations may not be made sooner than eighteen (18) months in advance of the event.
2. Cancellations
  - a. The applicant must give written notice of cancellation to the MCC, six months prior to the date of event to receive a refund of half the deposit.
  - b. If less than six months' written notice is given, the whole deposit will be forfeited.
  - c. Under certain conditions, MCC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to; a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event the applicant agrees that MCC shall not have responsibility for any costs the renter may incur due to the cancellation. MCC will attempt to notify the renter as soon as possible if cancellation occurs, and all fees paid to MCC by the applicant shall be refunded.
3. Damage Deposit
  - a. The damage deposit is due thirty (30) days prior to the event date.
  - b. The applicant agrees to be held responsible for any and all damage to persons, property and premises, even if the amount exceeds the damage deposit.
  - c. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event.
  - d. Damage deposit will be forfeited if any of the following prohibited items are used: glitter, confetti, rice, birdseed, silly string, petals (real or fake), or any other article that creates debris. Bubbles are permitted outside the building only. If you have questions, check with MCC staff before purchasing.
  - e. Damage deposit will be forfeited if tape, command strips, or any other adhesive is used on the walls, furniture, or any other surface that belongs to the MCC.
  - f. Damage deposit will be forfeited if there are any violations of this contract.
  - g. If the damage deposit is paid for with a check, the check will be cashed prior to the event, and a refund check will be issued within 30 days for the amount due.
4. Event Set-up
  - a. Event set-up and tear-down is available for the amount listed on the Master Fee Schedule.



# Morristown

## COMMUNITY CENTER

- b. MCC setting up the event: The 'Event Set-up Map' needs to be filled out in completion and must accompany this application. The event will be set-up according to what is drawn on this map.
  - c. Setting up your own: The 'Event Set-up Map' needs to be filled out in completion and must accompany this application. MCC will have the specified items available for set up. If any damage occurs to the items, the damage deposit will be forfeited, and any additional damages will be billed to the renter. The renter shall be responsible for putting the items away at the end of the rental period. The room must be back to its original form, following the event.
- 5. Contact Person
  - a. For applicants renting the Great Hall, they shall designate a contact person to oversee all arrangements with the MCC. This contact is responsible for making an on-site appointment with a MCC representative to finalize arrangements a minimum of two (2) weeks prior to the event. The MCC is not responsible for any problems that occur with any event that has not had an on-site meeting with the MCC staff.
  - b. The contact person agrees to ensure all youth attending the event have adult supervision.
- 6. Facility
  - a. The renter may not sublet the facility, nor may the application be transferred.
  - b. The presence of unauthorized persons during all usage periods is prohibited.
  - c. The applicant agrees to exercise due care in the preservation of the premises and to prevent littering.
  - d. The facility will be fully stocked with materials such as hand towels, toilet paper, and cleaning supplies prior to the event. The lessee is responsible for restocking items in the event that they need to be replenished. The lessee is also responsible for cleaning up any spills that occur during the event.
  - e. The lessee is responsible for doing a quick clean at the end of the rental period. This shall consist of the following:
    - i. All tablecloths, decorations, and garbage must be removed from all tables at the end of the rental period. All garbage shall be placed in the garbage cans provided.
    - ii. Rental of the Great Hall: If possible, all decorations shall be removed from the facility prior to the end of the rental period. If this is not possible, lessee may place all decorations in the corner of the room and return the following day to pick up the items. The facility must be free from all of lessee's property, including alcohol, by 9:00 a.m. the day after the start of the rental period.
    - iii. Rental of the Government Room: All decorations shall be removed from the facility prior to the end of the rental period.
  - f. The lessee may set up for their event the day prior if that day is available on the rental calendar.
- 7. Liability
  - a. Lessee shall indemnify and hold harmless the Lessor and Morristown Commercial Club from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways of walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act of omission, neglect or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees or other persons admitted by the Lessee to the premises.
  - b. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney fees.
- 8. Music
  - a. Lessee shall not allow music to be played past midnight.
  - b. In the event that the tables need to be moved to accommodate a dance floor, it shall be the lessees responsibility to move the tables.

9. Food

- a. All food and beverage brought into the venue must be from a licensed caterer, unless the food will constitute a potluck. Potluck's must follow Minnesota Department of Health guidelines.
- b. The kitchen is available to approved food providers or individuals. The Minnesota Department of Health requires that all caterers must be current Minnesota Licensed Caterers. They must provide the MCC event coordinators with a copy of their license and a general liability certificate of insurance.
- c. The Minnesota Department of Health does not allow food preparation on site. Absolutely no portable ovens, grills or stoves may be brought into MCC or used in the catering kitchen. Food must arrive hot and be served hot or arrive cold and be served cold.
- d. The caterer is responsible for cleaning and removing all food-related garbage from the hall. Any garbage, food waste, or trash that is removed by MCC staff will be charged to the renter.
- e. The kitchen must be cleaned, mopped, and all countertops sanitized by the end of the rental period.
- f. Food trucks are allowed as part of the rental so long as they are licensed and can provide MCC with a copy of their license and a general liability certificate of insurance. Power to the exterior of the building will not be provided.

10. Alcohol

- a. Bring Your Own: The City allows the renter of MCC to bring their own alcohol, and guests of the renter to bring their own alcohol, so long as it is not sold. If you are planning on selling alcohol in any capacity, an alcohol caterer must be used. The following stipulations must be met to bring your own alcohol:
  - i. Renter must purchase insurance through GatherGuard. See 'Event Insurance Coverage' below.
  - ii. Renter must provide dedicated people to distribute the alcohol. These people must sign the 'Distribution of Alcohol' agreement and abide by the conditions outlined.
  - iii. If the lessee chooses to rent the bar area, the dedicated people distributing the alcohol must receive training from MCC staff prior to the event. The bar must be cleaned, and all countertops sanitized by the end of the rental period. Alcohol may be brought in the night before the event so it may cool prior to distributing.
- b. Alcohol Catering: All Alcohol caterers are required to have Liquor Liability Insurance. See 'Event Insurance Coverage' below.
  - i. Alcohol caterers are required to serve a prepared meal in some capacity for the event. This could include the main meal, or a midnight snack, so long as the food is 'prepared'. However, alcohol caterers are exempt from the 'prepared meal' requirements if they hold a Commercial On-Sale liquor license with an address located in Morristown, Warsaw, or Waterville.
- c. Alcohol must not be served past midnight.
- d. No glass bottles are allowed.
- e. Bar Rental: Rental of the bar area is available for the price indicated on the Master Fee Schedule. The rental includes two serving windows, two kegerator taps with a cooler for two kegs, two coolers for cases (pop, beer, etc.), pop gun with all-you-can-drink pop and ice included.

11. Security



# Morristown

## COMMUNITY CENTER

- a. If a band or DJ is present in conjunction with alcohol, security must be present from 7 p.m. until alcohol is done being served.
    - i. Additional security may be requested.
  - b. The price for security personnel shall be paid by the renter in accordance with the current Master Fee Schedule.
  - c. The City requires 30 days' notice of an event that will require security.
  - d. The City will be responsible for hiring security personnel.
12. Event Insurance Coverage. The City requires insurance if alcohol is present in any capacity.
- a. If you choose to bring your own alcohol:
    - i. The renter must purchase Commercial General Liability Insurance through GatherGuard. A minimum of \$1,000,000 per occurrence is required. "Host liquor" coverage is also required under the general liability coverage.
    - ii. The City must be added as an additional insured to the renter's Liability Coverage Insurance.
    - iii. The Certificate of Liability Insurance must be submitted to the City of Morristown no less than 30 days prior to the event.
  - b. If you are using an alcohol caterer:
    - i. The alcohol caterer is required to have Liquor Liability Insurance and to defend and indemnify the City for any claims related to liquor sales.
    - ii. A minimum of \$1,000,000 in Commercial General Liability Insurance and,
    - iii. \$1,000,000 in Liquor Liability Insurance is required, regardless of whether the caterer is selling alcohol or just serving it.
    - iv. The city must be added as an additional insured to both policies.
    - v. The Certificate of Liability Insurance must be submitted to the City of Morristown no less than 30 days prior to the event.

### Acknowledgement

I agree to abide by all the policies listed above. I acknowledge the overall supervision of and responsibility for this event. I acknowledge that the Morristown Community Center and City of Morristown has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center Facilities. I acknowledge that the information provided on the application is correct to the best of my knowledge.

By signing this MCC contract acknowledges they are at least 21 years of age or older, and agrees to all terms outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PURCHASE AGREEMENT

Please **list the amount** you are requesting to be included in your rental.

### Rental

Rental	Size	Seating Capacity	Price	Amount Requested
Great Hall: Whole hall	62' x 98'	500 dinner or 600 theater		
Great Hall: Half hall	62' x 49'	200 dinner or 250 theater		
Bar	See 10(e) of the Rental Contract for what's included.			
Security				
Government Room		50-60 seated		
Set-up Fee	Optional: See Master Fee Schedule for price.			

### Free of Charge: Available Items

**GR:** Items available for Government Room rental

**GH:** Items available for Great Hall rental

Item Description	GH	GR	Size	Seating	Quantity Available	Price	Amount Requested
Round tables	X		60"	8 people	40	\$0.00	
Rectangular tables, 8'	X	X	8'L x 30" W	8-10 people	30	\$0.00	
Rectangular tables, 5'	X	X	5'L x 30" W	4-6 people	4	\$0.00	
Padded chairs	X	X	-	1 person	465	\$0.00	
Folding chairs	X	X	-	1 person	145	\$0.00	
High-chairs/booster	X	X	-	1 child	12	\$0.00	
Podium	X	X	-	-	1	\$0.00	
Stage (band) (configuration options)	X		24'L x 16'W x32"H 32'L x 12'W x32"H	-	(12) 4'x8' pieces	\$0.00	
Risers (DJ)	X		8'L x 4'W x 8"H	-	2	\$0.00	



### Optional: Enhancements

The Morristown Community Center has the following inventory for rent through the Morristown Commercial Club. The Commercial Club has exclusive rights to these items therefore cannot be brought into the Community Center by anyone else. The invoice for these items must be paid in full no later than thirty (30) days prior to the event date. No refund will be given if the request is received within fourteen (14) days of the event.

Item Description	Quantity Available	Price Per Unit	Amount Requested
Ceiling Canopy	1	\$300	
Pipe and Drape	1	\$100	
Cocktail Tables	5	\$10	
Slide Projector	1	\$50	
Audio System	1	\$25	

A damage deposit of \$100.00 is required when renting these items. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event. If damages exceed the deposit amount you will be responsible for all damages over and above this amount.

### Office Use Only: Total Owed

	Amount Owed	Payable
Room Rental		Hall rental must be paid in full to save the date.
Room Rental: Damage Deposit		30 days prior to event
Bar Rental		30 days prior to event
Bar Rental: Damage Deposit		30 days prior to event
Security		30 days prior to event
Set-up Fees		30 days prior to event
Enhancements		30 days prior to event
Enhancements: Damage Deposit		30 days prior to event
Total Owed for Event:		



## DISTRIBUTION OF ALCOHOL AGREEMENT

*If alcohol is being brought into the Morristown Community Center, then a dedicated person(s) must be in charge of distributing it. Please read and sign the following form.*

- ☐ I acknowledge that the City of Morristown does not provide, sell, or serve alcoholic beverages for events held at the Morristown Community Center, and its employees and volunteers are not responsible or liable for any damage that results from the consumption of alcohol by myself or guests.
- ☐ I acknowledge it is against the law to serve, provide, or make available alcohol to anyone under the age of twenty-one (21). I swear and affirm not to provide anyone under the age of twenty-one (21) with alcohol. I further acknowledge that I shall either ask for identification each time a person requests alcohol, and/or I shall stamp the hand of any person who I have previously identified as being over twenty-one (21). I shall notify the security officer present immediately if I discover anyone under the age of twenty-one (21) has consumed alcohol.
- ☐ I acknowledge that I will not serve alcohol to anyone who is, prior to the event, under the influence of liquor, who is disorderly, who is showing signs of severe impairment, or becomes inebriated and misbehaves or has the potential to cause harm to him or herself or any other person or persons.
- ☐ I acknowledge it is my responsibility to distribute the alcohol, and may not allow anyone, other than others in my position, to distribute alcohol in any capacity. If guests choose to bring their own, it shall be my responsibility to distribute their alcohol to them from a designated area. If a guest chooses not to give me control of their alcohol, I will notify the security officer present, immediately.
- ☐ I acknowledge that alcohol may not leave the Morristown Community Center that has been opened, and alcohol may not be consumed outside of the building. I will notify the security officer present, immediately, if any such behavior is observed.
- ☐ I have read this Distribution of Alcohol Agreement in its entirety and agree with its terms, and I have executed the agreement voluntarily and without any inducement.

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Print Name

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Sign Name

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Date

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Phone Number

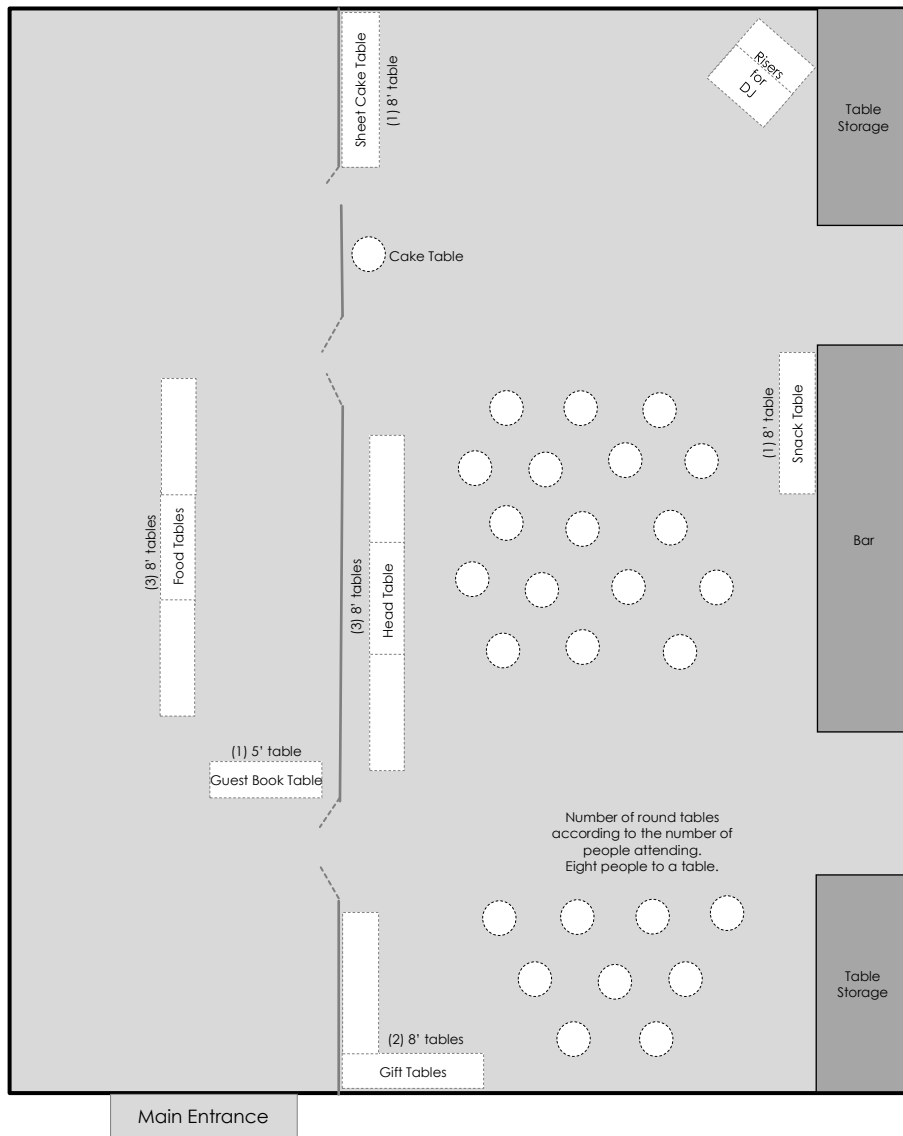
## OFFICE CHECKLIST

### Office Use Only:

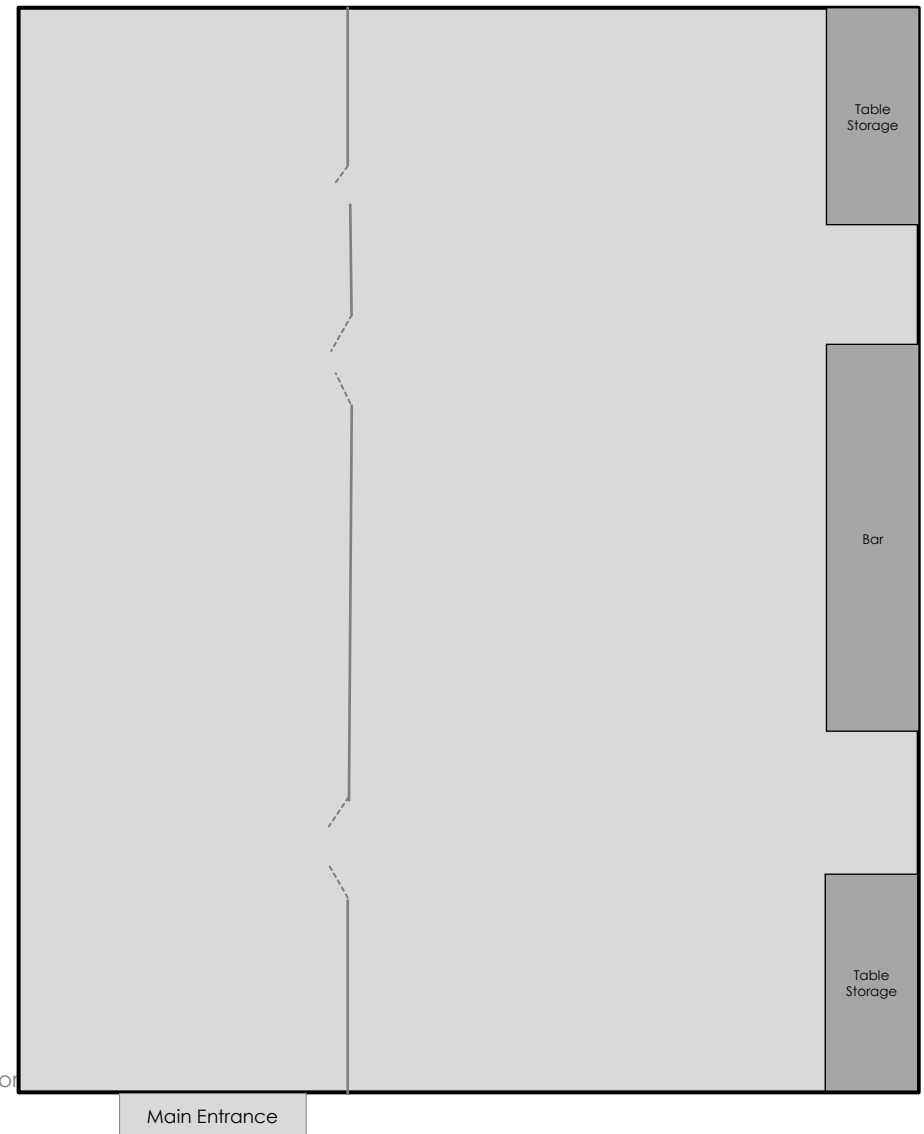
	Amount Paid	Date Paid/ Received	Check No. / Cash	Notes
<b>RENTAL</b>				
Room Rental				
Room Rental: Damage Deposit				
Bar Rental				
Bar Rental: Damage Deposit				
Security, Paid				
Security, Hired				
Enhancements				
Enhancements: Damage Deposit				
Walk-Through Meeting Scheduled				
<b>FOOD</b>				
Caterer's License Received				
Caterer's Certificate of Liability Received				
<b>ALCOHOL</b>				
Distribution of Alcohol Signed				
Caterer's License Verified				
Caterer's Certificate of Liability Received				
GatherGaurd Received				
<b>AFTER EVENT</b>				
Damage Checked				
Bar Cleaned				
Room Picked-up				

## EVENT SET-UP MAP: GREAT HALL

**Default:** Full Hall, Wedding

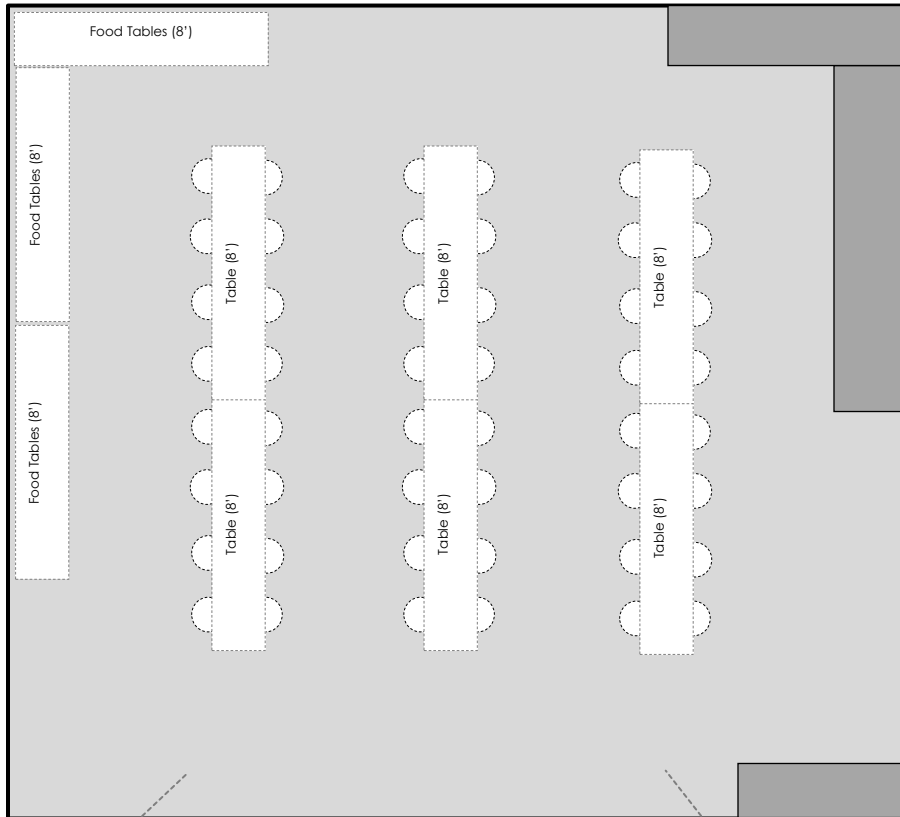


**Draw your own:**



## EVENT SET-UP MAP: GOVERNMENT ROOM

**Default:** Full Room



**Draw your own:**

