

**SILVER CREEK TOWNSHIP**  
**3827 134<sup>th</sup> ST NW MONTICELLO MN 55362**  
**CONTRACT FOR HALL RENTAL**

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

I \_\_\_\_\_ agree to and are in acceptance of the conditions of rental of the Silver Creek Township hall as stated in the enclosed Hall Rental Policy form. A rental fee of \$150.00 for non-township residents or a rental fee of \$100.00 for Silver Creek Township residents and a damage deposit of \$500.00 will be required to be given to the clerk, prior to rental and receipt of key, with two separate checks, also a notice from your insurance company that you are covered by your insurance policy for liability. Damage check will be held. We ask to have the key returned within one (1) days after the date of the event. The damage deposit will be returned or shredded after the inspection of the hall and return of key.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date for Event: \_\_\_\_\_

Check(s): \_\_\_\_\_

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

Received by: \_\_\_\_\_

# SILVER CREEK TOWNSHIP HALL RENTAL POLICY

Silver Creek Township would like to welcome you to our township hall. You, as a renter, must be aware that you are subject to the following conditions of rental.

- 1) - Setup may be started 3 hours before the event, if additional time needed must make arrangement with Clerk. (Extra fees may be applied) No decorations can be attached to the outside of the building.
- 2) - The Hall must be left in the same condition as prior to rental and must be completed immediately after the event.
- 3) - All trash must be removed and disposed of in the township container on the side of the building or if container is full please take excess home.
- 4) – Any smoking must be done outside of the building.
- 5) – No alcohol allowed on the premise
- 6) - You must follow all State COVID guidelines in place on the day of your event.

The clerk, at the time of showing, will give you a tour of the facilities and show the condition of all that you have at your disposal. At this time you will initial as to the state of the hall prior to your use. Any concerns can be listed below.            \_\_\_\_\_ - Ok            \_\_\_\_\_ - problems noted below

The hall and the parking lot are part of your rental agreement, not the part of the township lot that has equipment, sand and gravel. This area is not a playground for children. We require that you provide proof of liability insurance from your personal insurance. If the Board deems that the event needs an off duty officer or supervision, they have the right to add this to the agreement or require the renter to appear at the next scheduled meeting to let the Board know how the renter will keep the event in control.

The rental cost will be \$150.00 for non-township residents, \$100.00 for township residents and the damage deposit will be \$500.00 given in two separate checks. The damage deposit will be returned after the inspection of the hall and key returned.

Notes:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SILVER CREEK TOWNSHIP HALL RENTAL CLEAN UP LIST

- \*\*\* Remove all garbage to container on side of building, please take any excess home for disposal.
- \*\*\* Wash and sanitize tables and kitchen counters.
- \*\*\* Vacuum hall
- \*\*\* Replace tables and chairs as found
- \*\*\* Any stains on carpet to be removed if caused by rental
- \*\*\* Sweep and clean any spills on kitchen/bathroom floors
- \*\*\* Cleanup outside area (trash, cigarette butts, etc.)
- \*\*\* Cleanup to be done immediately after the event.

Please do not put hot items on the white tables without something under them. (Crock pots, Coffee makers etc.)

Thank You

## Silver Creek Township

### COVID-19 REQUIRMENTS (if needed)

Everyone must have a preparedness plan and follow all State guidelines. Social distancing of 6 feet apart, hall at half capacity (50 people), wearing masks and any other requirements, ordered by the Governor. Renters will need to provide additional cleaning of the facility during the day.

The renter assumes full responsibility for the appropriate conduct of all the group members and Guest at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage or damage caused to the Hall, the Hall 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 the guests. The Town is not responsible for any items that are left at the Hall by the Renter or the guests.

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, claim or actions, including attorney fees which the Town, its officers, agents, or by reason of any act or omission of the Renter or Guests.

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Signature and Date