

## WALDORF COMMUNITY CENTER CONTRACT

109 South Main Street  
P.O. Box 55  
Waldorf, MN 56091  
507.239.2248 Phone  
507.239.0179 Fax

MAXIMUM CAPACITY: 335

NAME:	DATE (S) NEEDED:
MAILING ADDRESS:	
CITY:	PHONE NO:
CONTACT PERSON:	PHONE NO:
RENTAL AREA NEEDED:	COST: \$ PAID:
WILL ALCOHOLIC BEVERAGES BE USED?	YES NO

RENTAL AREA	FEE	AREA
#1	\$100.00	FRONT WITH KITCHEN
#2	\$200.00	ENTIRE BUILDING (EXCLUDING POST OFFICE)
#3	\$60.00	TO USE THE BUILDING THE NIGHT BEFORE EVENT FOR SET-UP AFTER 5:00PM, IF NEEDED LONGER THEN IT WILL NEED TO BE RENTED FOR THE FULL PRICE.
#4	\$60.00	CLEAN UP THE NEXT DAY NEEDS TO BE DONE BY NOON OR WILL BE CHARGED FOR A FULL DAY
#5	\$75.00	FUNDRAISERS AND BENEFITS

<b>DAMAGE DEPOSIT</b>
<p>The Damage Deposit will be a check made out to the "City of Waldorf" for \$200.00 <i>(Payment must be received within 30 days prior to event or it will become an open date)</i></p> <p>Mailing address: P.O. Box 55, Waldorf, MN 56091</p> <p>This will be returned after the building has been inspected and no damages have incurred.</p>

You may pick up up the key from the **MinnWest Bank** or **Papa Olie's Bar & Grill** . Return it to the Bank Night Drop Box.

<b>PLEASE NOTE THE FOLLOWING:</b>
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**A. Rental Fee** is Non-Refundable within 1 year of your event unless the date gets re-booked.

**B.** Payment is Due with-in 30 days of your Event-Otherwise the date will Re-Open for Booking.

**C. If Cooking in the Community Center Kitchen**, you must contact Kim Shermo, at the Waseca County Public Health Services, 507-835-0657 to find out what type of food permit is needed-if any.

**D. DO NOT PUT TABLES AWAY WET!!! (You may leave 12-14 tables up)**

They must be wiped dry to prevent mold and mildew, prior to putting them back in the closet.

**CHAIRS** are to be returned to the racks and put back in the closet.

**E.** Any vehicles parked in the "No Parking" area of the Post Office will be ticketed.

This is used at all times for mail delivery and pick-up, **including weekends**.

**F. If Liquor** is needed you may contact the **Papa Olie's Bar & Grill** at 507-239-9346 or another facility with a license/insurance.

**G. THERMOSTATS** - FRONT-FAN to "AUTO"; Left Hand Switches to **60/Winter; 70/Summer**. **BAR AREA** (2)-FANS to OFF.