

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

DAMAGE DEPOSIT

The Damage Deposit will be a check made out to the "City of Waldorf" for \$200.00

(Payment must be received within 30 days prior to event or it will become an open date)

Mailing address: P.O. Box 55, Waldorf, MN 56091

This will be returned after the building has been inspected and no damages have incurred.

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

PLEASE NOTE THE FOLLOWING:

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, contact the **Papa Olie's Bar & Grill**. 507-239-9346.

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