

Lake Tschida Welcome Center Rental Agreement

5675 Hwy 49 Elgin, ND 58533
 Phone: (701) 584-2201



This agreement is made and entered into by and between TCJDA and (Please print) _____ (hereby known as "Renter")

Renter: _____

Address: _____

Phone: _____

Email: _____

Alternative Contact: _____

Address: _____

Phone: _____

Email: _____

Event Date(s): _____

Event Type: _____

APPROVED: Yes ____ No ____

TYPE OF PRIVATE PARTY	Expected number of guests
Birthday	
Anniversary	
Bridal Shower	
Baby Shower	
Family Reunion	
Other:	

For Profit Event
 Company/Commercial Business: _____
 Type of service you will be providing: _____

Wedding
 Date your wedding will take place: _____

NUMBER OF GUESTS INVITED TO YOUR EVENT: _____

PLEASE INITIAL THIS PAGES AGREEING THAT YOU ARE PROVIDING TRUE AND ACCURATE INFORMATION. YOU HAVE REVEIUED THIS INFORMATION AND UNDERSTAND FULLY EXPECTATIONS AND RESPONSIBILITES. ANY AND ALL QUESTIONS YOU HAD HAVE BEEN ANSWERED PRIOR TO YOUR EVENT: _____

Will Alcohol be present at your event? YES ____ NO ____

CATERED BAR/COMMERCIAL VENDOR

* If you are planning to have your guests purchase alcohol or simply want a licensed bar to cater your event you will be required to show proof of licensing and Grant County permits at least 30 days prior to your event and should be displayed at the time of the event. When using any licensed bar company for your bar NO outside alcohol will be allowed on the Welcome Center grounds to include parking lots.

SELF-CATERING ALCOHOL BAR

* You may bring in 100% of your own food from any source which includes alcohol. Using the self-catering option alcohol can not be sold in any way. Renter is held responsible for serving responsibly and following all ND alcohol rules and regulations. TCJDA will not tolerate underage drinking. TCJDA security personnel may appear at anytime during your event and if wrong doing is found action will be taken.

Will Your event provide catered food? YES ____ NO ____

Company: _____

You will need to provide proof of ND license at least 30 days prior to your event and should be posted at the time of your event.

Will be you self-catering this event? YES ____ NO ____

You may bring 100% of the food from any source including your home kitchen or use the kitchen at the center. You may use the grill provided on the patio, but will be required to ensure it is cleaned to the best of your ability when done using.

OTHER NOTES ABOUT YOUR

EVENT: _____

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RATES AND RENTAL PACKAGE OPTIONS

Three Day Weekend Wedding Package Option - *Please contact office for details

Provides access to the Welcome Center beginning Friday at 9:00am MDT.

LAKE TSCHIDA QUIET HOURS APPLY TO ALL EVENTS: You are allowed to be in the building until 11:00am Friday and Saturday night you have reserved for your event. However, it is important to understand that if you are creating any disturbances during quiet hours you will be asked to leave.

Security for the Reception/Dance

Tables and Chairs to accommodate 200 people if you choose to use the patio.

2 flat screen TV's (already connected to WIFI or HDMI Cables) for PowerPoints or presentations.

Cleaning up after your event - You ARE responsible for basic clean up including gathering all garbage and disposing in dumpster provided outside, wiping down tables, chairs, counters, and sweeping up the floors. Hall should be left how it was upon your arrival. TCJJDA Staff will scrub floors, and any other cleaning requirements to prepare hall for next event.

<input type="checkbox"/> PRIVATE PARTY	DATE(S) _____	TIMES REQUESTED
WEEKDAY RATES - Sunday - Thursday		TO FROM
<input type="checkbox"/> Full day - \$250.00	10:00am MDT - 11:00pm MDT	_____
WEEKEND RATES - Friday - Saturday	DATE(S) _____	TIMES REQUESTED
<input type="checkbox"/> Full day - \$400.00	10:00am MDT - 11:00pm MDT	_____

Security fee if applicable based on party size and bar/alcohol options
\$ _____

Security fee if applicable based on party size and bar/alcohol options/TCJJDA discretion.
\$ _____

NOTES: _____

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IMPORTANT INFORMATION TO NOTE

NOTHING IS TO BE REMOVED FROM THE WALLS INCLUDING PICTURES, FLAGS, ETC.

NO STAPLES, NAILS, SCREWS, COMMAND STRIPS OR DUCT TAPE TO BE USED ON THE SHEETROCK OR WOODWORK. NO ADHESIVE TO BE USED IN ANY WAY ON THE WALLS.

COST FOR EXCESSIVE CLEANING WILL BE CHARGED BACK TO RENTER AT MIN. RATE OF \$300.00

DAMAGES RESULT IN LOSS OF USE/REVENUE THAT COST WILL ALSO BE REFLECTED IN ADDITIONAL DAMAGE FEES.

ALL LICENSING FOR PROFESSIONAL SERVICES PROVIDED TO INCLUDE, BUT NOT LIMITED TO, FOOD AND ALCOHOLIC BEVERAGES WILL TO BE PROVIDED TO TCJDA FOR APPROVAL AT LEAST 30 DAYS IN ADVANCE OF THE SCHEDULED EVENT.

THERE WILL BE NO GROUND DISTURBANCES ON THE EXTERIOR OF THE BUILDING PERMITTED AT ANY TIME WITHOUT PRIOR, WRITTEN, AUTHORIZATION.

ALL EVENTS MUST FOLLOW ALL LAKE TSCHIDA RULES AND REGULATIONS AT ALL TIME TO INCLUDE QUIET HOURS FROM 11:00PM MDT - 6:00AM MDT. IT IS YOUR RESPONSIBILITY TO KNOW AND UNDERSTAND LAKE TSCHIDA RULES AND REGULATIONS.

THERE ARE 2 AREAS OF THE BUILDING THAT DO NOT HAVE GLASS WINDOWS AND WOULD PROVIDE BEST SHELTER IN THE EVENT OF A STORM. THOSE ROOMS ARE THE MENS RESTROOM AND STORAGE ROOM.

Knowing your responsibilities and expectations under this agreement:

The Renter acknowledges that he/she is solely responsible for the actions of The Renter's guests while they are on Lake Tschida premises and The Renter shall maintain an appropriate level of decorum throughout the time those guests are present at the Lake Tschida Welcome Center.

The Renter will not allow any guest to engage in any illegal activity or behavior that may disturb Lake Tschida campgrounds and neighboring permitted areas. All actions taken at the Lake Tschida Welcome Center will be performed in a lawful, prudent, and safe manner and will not interfere with TCJDA operations. The Renter will be responsible for maintaining compliance of all Lake Tschida rules and regulations as well as State Health Department regulations.

Guests shall not carry firearms on the premises at any time.

PLEASE INITIAL THIS PAGE AGREEING THAT YOU ARE PROVIDING TRUE AND ACCURATE INFORMATION. YOU HAVE REVIEWED THIS INFORMATION AND UNDERSTAND FULLY EXPECTATIONS AND RESPONSIBILITIES. ANY AND ALL QUESTIONS YOU HAD HAVE BEEN ANSWERED PRIOR TO YOUR EVENT: _____

Payment Requirements: The final payment for your Event must be made at least 90 days prior to your scheduled event (i.e., if your event is on October 12th – the final payment must be made no later than July 12th). All payments can be made by check, credit card, cash, or money order. However, a credit card must be on file in the event that additional charges would apply for damage or excessive cleaning.

Lost Item: The Renter understands that TCJJDA will not be held liable for any lost, misplaced, stolen or damaged goods. Renter is responsible to confirm that there are no items left that do not belong to TCJJDA. Any items left will be donated to charity or discarded.

Termination: This agreement is binding and may not be terminated by The Renter. However, TCJJDA reserves the right to terminate this agreement for nonpayment. Upon termination of the agreement for non-payment, The Renter forfeits all rights to any previous payments, as well as the reserved date of the event.

Use of Performances and Copyright Policy: TCJJDA may from time-to-time take pictures and or moving images during the set-up, take down, or the actual event. These images will remain the property of TCJJDA. All ownership (including copyright) as well as all other rights, title, and interest in and to these pictures and recordings shall belong exclusively to TCJJDA and the producing company and may be used for advertising TCJJDA – Lake Tschida Welcome Center.

Rules and Regulations. TCJJDA has established rules and regulations to protect the safety of The Renter, guests, and facility. Default/Breach. Unless otherwise specifically stated, the following instances constitute a breach in this agreement and hence, a forfeiting of any/all security deposits. Additionally, those who are violating the rules, whether it is guests or The Renter can and will be removed from the Wedding/Reception/Event.

LAKE TSCHIDA QUIET HOURS APPLY TO ALL EVENTS. You are allowed to be in the building until 11:00am any/all nights you have reserved for your event. It is important to understand that if you or any guest of your party are creating any disturbances during quiet hours you/they will be asked to leave.

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Waiver of Liability: The Renter releases from liability, waives any claims, discharges and covenants not to sue TCJDA or any Lake Tschida Welcome Center vendor or service provider for losses, damages, accidents, illness, injuries, or death which may be sustained by the Renter or any guest or service provider hired by the Renter while utilizing the Lake Tschida Welcome Center and all adjacent lands, including the parking lot, during or related to the event covered by this contract.

INDEMNIFICATION – 43 CFR Part 429.28

The Renter agrees to indemnify the TCJDA and the United States for, and hold TCJDA and the United States and all of its representatives harmless from, all damages resulting from suits, actions, or claims of any character brought on account of any injury to any person or property arising out of any act, omission, neglect, or misconduct in the manner or method of performing any construction, care, operation, maintenance, supervision, examination, inspection, or other activities of the grantee.

I agree to remove all items by the end of the time agreed upon in this contract and I understand that I may be charged at a rate of \$100.00 per hour for any time I exceed over the time agreed upon in this contract.

Signed this _____ Day of _____, _____

Renter Printed Name: _____

Renter Signature: _____

Renter Printed Name: _____

Renter Signature: _____

Amount of Deposit Paid: \$ _____

Amount of Additional Fee Paid: \$ _____

Balance Remaining to be paid: \$ _____

TCJDA Rep. Printed Name: _____

TCJDA Rep. Signature: _____

Lake Tschida Rules and Regulations

The following conduct on lands and water owned by the Bureau of Reclamation and managed by the Tri-Cities Job

Development Authority is **Prohibited:**

1. Discharge of firearms in campgrounds.
2. Use of drones on BOR Lands.
3. The use of fireworks except by entities under special permit.
4. Destruction, defacement, removal or alteration of public property or natural resources.
5. Littering and improper disposal of wastes.
6. Leaving personal property unattended for more than 24 consecutive hours.
7. Possession of glass beverage containers in the campgrounds.
8. Use of profane language or playing of loud music.
9. Failure to maintain a quiet time from 11:00pm through 6:00am MST this includes the use of generators in primitive areas. If power is needed for any reasons including medical, you will need to book an electrical site.
10. Driving any vehicle off road or in prohibited areas. ATV, UTV, Dirt bikes, and motorcycles must be street legal, licensed, and insured and can be used on established roads only. Operators must be 14 years old or older and must have a permit or driver's license. All operators including riders between the ages of 14-18 must wear a helmet at all times. Electric kids toys will be allowed under adult supervision only.
11. Camping in prohibited areas or on a campsite without proper registration.
12. Camping at a campground for more than 14 days within a 30-day period.
13. Digging soil to level a camper.
14. Failure to contain a fire within established fire rings, or grills or failure to totally extinguish a fire before leaving the area. Any fires started outside of designated areas near Welcome Center will result in a \$500.00 fine. Any damage as a result, including water from setting off fire suppression system will be the responsibility of the Renter and will be charged back at restoration and replacement costs.
15. Failure to keep pets physically restrained in campgrounds (must be on leash at all times). Not pets will be allowed in the Welcome Center unless they are service/special needs animals.
16. Failure to keep pets out of posted public swim areas.
17. Mooring watercraft to a public dock, except when loading and unloading.

Violations may result in trespass of property.

Failure to comply with the rules and regulations may result in arrest.

***Please report any violations to the Grant County Sheriff's Department at (701) 328-9921.**

***** In the Event of an Emergency Please call 911 *****

By signing this form I understand that I must follow all Lake Tschida Rules at all times during my event and am responsible for any violation of these rules.

Signature

Date