

**COMMUNITY CENTER BOOKINGS  
AND FEE SCHEDULE**

TODAY'S DATE: \_\_\_\_\_  
EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
BILL ADDRESS: \_\_\_\_\_

**COMMUNITY CENTER RENTAL CHARGES**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> REGULAR RENTAL   | <input type="checkbox"/> \$300 up to 4 hrs | <input type="checkbox"/> \$600 all day        | <input type="checkbox"/> WEDDING 2-DAY |
| <input type="checkbox"/> LOCAL NON PROFIT   | no charge                                  |   | COMBO \$700 PKG.                       |
| <input type="checkbox"/> OTHER NON PROFIT   | <input type="checkbox"/> \$100 up to 4 hrs | <input type="checkbox"/> \$150 all day        |  |
| <input type="checkbox"/> EDUC. SEMINARS   | <input type="checkbox"/> \$150 up to 4 hrs | <input type="checkbox"/> \$200 all day        |  |
| <input type="checkbox"/> PRIVATE SPECIAL EVENTS<br>(birthdays, graduation, anniversary, benefits etc) |  | <input type="checkbox"/> \$50 up to 2hrs      | <input type="checkbox"/> \$100 all day |
| <input type="checkbox"/> PRIVATE MTG ROOM   | <input type="checkbox"/> \$25 per day      | <input type="checkbox"/> \$50 kitchen use oly |  |
| <input type="checkbox"/> \$500 SECURITY DEPOSIT (mandatory for weddings)                              |  |   |  |

**BAR REQUESTS**

- BARTENDER # \_\_\_\_\_  
 SERVERS # \_\_\_\_\_  
 ADDITIONAL NEEDS: (beer kegs, wine, liquor)

*\*All liquor/bartender details are set up Terry Wallin, Pickle Manager @ 218-963-0085*

TOTAL RENTAL CHARGES ► \$  *\*price includes set up/takedown*  
 SECURITY DEPOSIT PAID ► \$

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***SIGNATURE OF TENANT:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_

*City of Nisswa*  
**COMMUNITY CENTER LEASE AGREEMENT**  
**P.O. Box 410**  
**Nisswa, MN 56468**  
**218-963-4444**

1. **Lease Agreement Made on** \_\_\_\_\_
2. **Parties:** City of Nisswa as Owner and \_\_\_\_\_ as Tenant(s).
3. **Leased Property:** The Owner agrees to lease to the Tenant the Nisswa Community Centers (    ) Private Meeting Room or (    ) Main Room (the "Premises").
4. **Lease Term:** The term of this lease is for:  
(date) \_\_\_\_\_, from (time) \_\_\_\_\_ to (time) \_\_\_\_\_.  
All Tenants shall be off the premises no later than 1:00 AM.
5. **Rent:** The rent for this property is \$ \_\_\_\_\_ payable upon the signing of this lease to the City of Nisswa.
6. **Security Deposit:** Tenant shall deposit with the City of Nisswa the sum of **\$500.00** before using the premises, as a security deposit. The City shall return the deposit to the Tenant within 5 days after expiration of the Lease Term so long as the property has not been damaged by the Tenant (or guests of Tenant) or Tenant's negligence, and is conditional upon the Tenant cleaning up the Premises and leaving the Premises in as good a condition as it was before the Tenant took possession. If there is any damage to the Community Center by the Tenant, the security deposit will be used to pay for the actual damages and clean up costs incurred by the City in repairing the damage to the Community Center. Any costs incurred by the City in excess of the security deposit shall be reimbursed by Tenant to Owner.
7. **Use of Property:** The property shall be used for \_\_\_\_\_  
\_\_\_\_\_  
and for no other purpose without the written consent of the Owner.
8. **Sublease:** The Tenant may not sublease the property without the written consent of the Owner.
9. **Tenant's Maintenance Responsibilities:** The Tenant agrees to clean up the Community Center and pay for any damage to the Community Center during the lease term. The Tenant will return the Community Center in as good a condition as it was before the Tenant took possession.
10. **Fee Schedule:** Attached to this Lease Agreement is the current Rent & Fee Schedule adopted by the City of Nisswa.

11. **Adult Supervision:** All activity must have adult supervision.
12. **Capacity:** The capacity of the building will not exceed 299 pursuant to the State Fire Marshall.
13. **Consumption of Alcohol:** Pursuant to Minnesota Law, use of alcoholic beverages is permitted under certain circumstances, providing all licenses, insurance, law enforcement and indemnification clauses are provided for by the Tenant. Those seeking the use of intoxicating beverages must indicate this at the time of application. Any Tenant found to be serving alcohol that has not made prior arrangements will be subject to the following: forfeiture of the \$500.00 Damage Deposit; confiscation of the alcohol by law enforcement personnel; and the Tenant will be banned from future rentals of the Community Center.

All music shall cease by 12:00 midnight, or at the discretion of the Nisswa Police Department. Last call for serving alcohol shall be at 12:00 midnight. All activities are to cease by 12:30 a.m. and the building vacated by 1:00 a.m.

14. **Public Dances:** If the event listed above is a public dance, Tenant certifies that Tenant is bonded at \$50,000.00, and will have a minimum of two (2) off duty peace officers in attendance per one hundred (100) people in attendance during the dance. Tenant must bring proof of bond and peace officers agreement.
15. **Smoke Free Facility:** Tenant agrees that the Nisswa Community Center is a smoke free facility. Tenant agrees that neither Tenant nor any of the Tenant's guests, invitee, or licensees shall smoke cigarettes, marijuana, illegal drugs or any other form of tobacco on the premises while this lease is in effect.
16. **Indemnification:** Tenant agrees to indemnify and hold harmless the Owner, the Owner's agents, employees, and members from and against, any claims, damages, losses, and expenses, including reasonable attorney's fees, in case of any and all actions, legal or otherwise, against Owner arising out of the lease of the premises by Tenant, or the organization that Tenant is using. The Tenant agrees that this means that if the Owner is sued by any party or person that claims the Owner is liable because of this lease to Tenant for any reason, Tenant agrees to provide defense for the Owner against any such lawsuit, and agrees to pay for the Owner's attorney's fees if such a lawsuit is brought. If any court would find that the Owner is liable to any other party for any reason, which results from this lease to Tenant, Tenant agrees to pay the costs of Owner's liability to the third person that brought the suit. This protection for the Owner extends to the Owner's agents and employees.
17. **Remedies for Default:** If Tenant violates any of the terms of this lease, Tenant may be evicted immediately and without prior notice. If Tenant violates the term of this lease, but Owner does not sue or evict Tenant; Owner may still sue or evict Tenant for any other violation of any term of this lease. If Owner brings any legal action against Tenant, Tenant must pay Owner's actual attorney fees and court costs, even if rent is paid after the legal action is started. Owner and its authorized agents may

enter the property at any reasonable time to inspect, improve, maintain, repair the property, or do other necessary work, or to show the property to other potential Tenants. Owner may use its legal rights and remedies in any combination. By using one or more of these rights or remedies, Owner does not give up any other rights or remedies as may have.

18. **Pets:** Tenant may not keep or allow animals or pets or any kind on the property.

19. **Tenant Covenants:**

Not to act in a loud boisterous, unruly or disorderly or disturb the right of guests or other residents in the neighborhood, or to allow his/her guests to do so;  
Not to use or store on the property any flammable or explosive substances;  
Not to interfere in the management and operation of the Community Center;  
Not to allow Tenant's guests to bring alcohol into the Community Center;  
Not to place on walls or allow Tenant's guests to place on the walls, any tape, racks, nails, signs, ads or decorations, unless non-marring tape is used.

20. **Termination:** This lease may be terminated by Tenant upon written notice either by personally handing a copy to the City Clerk or by certified mail, return receipt requested, at least 30 days before the event that is the subject of the lease. If this lease is not canceled within 30 days of the event, the Tenant shall forfeit the sum of \$\_\_\_\_\_ for rent, which is agreed to be the City's cost in processing the lease.

**SUMMARY OF FEES AND COSTS:**

Rent \$\_\_\_\_\_ + Bar tender \$\_\_\_\_\_ + Wait staff \$\_\_\_\_\_ + Security Deposit \$\_\_\_\_\_ = Total Paid: \$\_\_\_\_\_. *\*does not include price of alcohol.*

Signed by Tenant

\_\_\_\_\_  
**Print Name:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**\*\*The Security Deposit (which should be given as a separate check) is only cashed in the event of damage to the property.**