



CITY OF NISSWA

P.O. Box 410 • Nisswa, MN 56468

218-963-4444

Fax 218-963-3108

NISSWA COMMUNITY CENTER RESERVATION CONTRACT

Web site: www.ci.nisswa.mn.us

The undersigned party has reserved the (please circle) Private Meeting Room and/or The Main Room

At the Nisswa Community Center for the following dates and times:

	/	/		-	
(Name of party, "Renter")	(Date)		Time (from)		Time (to)

Rental rate is as follows:	\$300.00 (0-4 hours)	\$500.00 (all day)
Other non-profit organization	\$125.00(0-4hours)	\$175.00(all day)
Educational seminars	\$150.00(0-4hours)	\$200.00(all day)
Public entertainment	\$100.00/ event	
Private meeting room	\$20.00	
Local non-profit kitchen use	\$50.00	

Fees (in addition to rental):

➤ Set up and take down: if you are requesting the facility to be set up and/or taken down by persons employed by the City of Nisswa, please indicate below. Keep in mind, there is a per hour fee for this service.

_____ Yes, please set up @ \$16.00/hour. Takedown @ \$40.00 flat fee. _____ No, we will do our own set up/ take down. Number of quests _____

➤ Clean up: Clean up is included with the rental.

➤ Alcohol to be served: A bartender and a waitress are available for a cash bar to be open. There is an \$16.00 Per hour charge for a bartender and a \$16.00 per hour charge for a waitress.

_____ No, we do not need the cash bar open

_____ Yes, we want the cash bar open.

Hours needed (from)- _____ - (to) _____.

*A bartender will be provided at a rate of \$16.00 per hour

_____ Yes, we want a waitress for the same time that the bartender is needed.

*A waitress will be provided at a rate of \$16.00 per hour

Special requests from the bar: _____

Estimated total fees for rental: \$ _____ .00 (please note, this may vary based on actual billed hours for Bartender, waitress, setup, takedown and damages)

Reservation phone number is (218) 963-3931

- **Damage Deposit** A \$500.00 damage deposit and a signed contract is required for all rentals. The damage deposit check will be cashed immediately. Upon determination that no damage has occurred, the damage deposit will be applied towards the final bill. Damage deposit is non-refundable. If the Community Center was rebooked for that day by another party, the damage deposit would then be refunded.

Check Number: _____ Written on (who's account) _____ Bank Name _____

Other areas of notation:

The Nisswa Community Center is a Non Smoking facility.

The Nisswa Community Center bar will close no later than 12:00 A.M.

The Nisswa Community Center will be closed no later than 1:00 A.M.

The Nisswa Community Center has a 250person seating capacity, 299person maximum occupancy capacity Renter is responsible for removal of all decorations and table linens from the community center by the 1:00A.M. closing time.

The City of Nisswa is not responsible for lost, damaged or stolen items from the community center or any items left there after the rental.

There are 35 rectangular tables, 2- 6ft. round tables and 300 chairs.

There are no linens available.

NOTE : No thumb tacks, nails, pins or tapes are to be used on any of the walls or ceiling grids. Please use the mounting rails that are provided around the room. Costs to repair damage to the walls will be billed at \$40.00hr, 1hr. minimum will be billed. If a contractor is needed to make repairs or replace damaged items, the costs will be at the contractor's hourly labor rate plus the costs of materials.

No glitter dust, confetti or icicles are to be used for decorations. No sparklers or fireworks are allowed.

Candles are to be high sided enclosed votive only.

Stain removal from the carpets will be billed at \$40.00hr, 1hr minimum.

No blocking of the exits with tables or chairs

We strongly recommend avoiding "free" drinks to your guests for a set amount of time or "until the keg is gone". (There are always those who will do their best to get more than their share while it is free.) We have found that a great alternative is to have one of your wedding party or a family member distribute a set number of tickets to guests for them to turn into the bartender for a free or reduced drink anytime during the event. This takes the urgency out of the equation and reduces the chances of someone over-doing it. We will keep track of tickets turned in, and bill you accordingly. You will not be charged for unused tickets.

Acceptance and Agreement to Above Terms:

Signature Printed Signature Date ____/____/____

Mailing Address: _____
Street (PO Box) Town State Zip

Phone Number(s) where you may be reached: (____) _____ - _____ (____) _____ - _____

****For the event – a key may be checked out at the Nisswa Municipal Liquor Store "The Pickle Factory", located 1 block South of the Community Center at 8:00 A.M. Please ask for instructions for returning the key.**