



Hamel Community Center Rental Agreement

Lessee Contact Information:

Name: _____
 Street Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Email: _____

Event Type: (please check only one)

_____ Wedding Reception
 _____ Class Reunion
 _____ Birthday Party
 _____ Holiday Party
 _____ Family Reunion
 _____ Ceremony
 _____ Anniversary Party
 _____ Training/Meeting Event
 _____ Wedding/Baby Shower
 _____ Fundraiser
 _____ Antique/Craft Show
 _____ Product Demonstration
 _____ Other (please specify)

Event Date: _____

Fee Detail:

Small Room (64 person capacity)
 \$75 deposit received
 (will receive back if clean, no damage, etc.)
 \$75 rental received

| Date | Check # (mm/dd/year) |
|-------|----------------------|
| _____ | _____ |
| _____ | _____ |

Large Room (225 person capacity)
 \$150 deposit received
 (will receive back if clean, no damage, etc.)
 \$150 rental received

| Date | Check # (mm/dd/year) |
|-------|----------------------|
| _____ | _____ |
| _____ | _____ |

Building (325 person capacity)
 \$250 deposit received
 (will receive back if clean, no damage, etc.)
 \$450 rental received

| Date | Check # (mm/dd/year) |
|-------|----------------------|
| _____ | _____ |
| _____ | _____ |

Proof of Insurance

Insurance Company Name: _____
 Insurance Company Phone: _____
 Insurance Policy #: _____
 Insurance Policy Expiration Date: _____
 Alcoholic Beverage Coverage Confirmed: _____ Yes _____ No (over)

Rules and Restrictions

1. Rental pertains to the Hamel Community Center (the Center) and adjoining parking areas only, and does not include the use of the park, playground, tennis courts.
2. The Center has a No Smoking Policy. Lessee will not permit smoking inside the Center. No cooking is permitted in the Center. All food preparation must take place off-premises. Use of kitchen appliances is limited to warming food items. Lessee will obtain all permits, licenses, etc., necessary and/or required for the rental activity.
3. If any alcoholic beverages are to be served during the rental, Lessee shall comply with all applicable laws relating to the serving of alcoholic beverages, and shall provide proof of insurance coverage for the serving of alcoholic beverages. It is unlawful to sell or offer for sale at retail in the Village, any alcoholic liquor without having a retail liquor license. Alcohol can be consumed only inside the Center. Alcohol may not be served after 12:00 a.m. the day of the event.
4. Rental time begins as mutually agreed between the lessee and the Village Clerk, but in no event will access to the Center occur prior to 9:00 a.m. on the day of the event. All amplified music or sound must cease by 12:00 a.m., and all persons must vacate the Center no later than 1:00 a.m. Any outdoor amplified music must obtain a permit from the Village Clerk’s Office.
5. You can pick up the key, for the Center, the Friday before your event (8:00 a.m. – 3:00 p.m.) The key for the Center is to be returned within two hours after the event. It may be placed in the secure drop box (Water Bill Collection Box) at the south corner of the Village Hall.
6. This Agreement and the privileges granted herein, or any part thereof, cannot be assigned or otherwise conveyed by Lessee without the written consent of the Village Board of Trustees.
7. The Village reserves the right to enter the Center and inspect the facilities and activities at any time. This right is reserved for Village officials or representatives thereof.
8. The use of nails, tacks, tape, staples, screws, glitter, glue or confetti, is prohibited. Painter’s removable tape and “Stik-tak” type product are allowed.
9. Lessee agrees to perform the following clean-up, immediately after the event: (see attached), Secure the Center, turning off all lights and locking all doors. The Village of Hamel is not responsible for items lost or remaining after the event concludes.
10. Lessee agrees to reimburse the Village for any damage caused by the Lessee or lessee’s guests, to Center facilities, equipment, or personal property during the rental period. Lessee agrees to pay the Village’s attorney fees incurred in the enforcement of this Agreement.
11. This signed Agreement, plus \$75.00 deposit, must be received in the Village Clerk’s Office to hold the date. The rental fee is refundable only if cancelled within ten (10) days of the scheduled event.
12. Lessee agrees to indemnify and hold harmless the Village of Hamel, its officers, employees and agents, from any and all losses, claims, damages, liabilities, expenses, attorney fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Center facilities by me, the Lessee and/or Lessee’s guests.

Lessee

Date

Village Official

Date

PARK INFORMATION REQUEST

ORGANIZATION: _____

CHAIRMAN OF EVENT: _____

PRESIDENT OF ORGANIZATION: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

STATE CHARTER FOR NOT-FOR-PROFIT ISSUED: YES _____ NO _____

EXPLAIN NEEDS OF EVENT AND HOW THE PARK FACILITY WILL BE USED:

CERTIFICATE OF INSURANCE REQUIRED: YES _____ NO _____

LIQUOR LIABILITY REQUIRED: YES _____ NO _____

COPIES OF THESE CERTIFICATES MUST BE SUBMITTED TO THE MUNICIPAL CLERK PRIOR TO THE EVENT (IF REQUIRED). THE EVENT WILL BE STOPPED IF THEY ARE NOT FILED PRIOR TO THE EVENT.

SPECIAL CONDITIONS FOR THE PARK

1. SHELTER AND AREA MUST BE CLEARED BEFORE YOU LEAVE OR CLEANUP CHARGES WILL BE ASSESSED.
2. _____
3. _____
4. _____
5. _____

SIGNED: _____

APPROVED: _____

ORGANIZATION CHAIRMAN

MAYOR

DATE: _____

DATE: _____

PARK RESERVATION APPLICATION

NAME: _____
ADDRESS: _____
CITY: _____
TELEPHONE NO: _____
DATE REQUESTED: _____
TYPE OF FUNCTION: _____
HOURS: _____
ESTIMATED ATTENDANCE: _____

SPECIAL CONDITIONS

1. _____
2. _____
3. _____

FEE: \$ _____

SIGNED: _____

APPROVED: _____

APPLICANT

PARK BOARD CHAIRMAN

DATE: _____

DATE: _____

REQUIREMENTS

1. THIS APPLICATION MUST BE APPROVED BY THE MAYOR.
2. A COPY OF THE APPLICATION WILL BE MAILED AFTER IT'S APPROVED.
3. APPLICANT SHALL DISPLAY THIS APPLICATION THE NIGHT BEFORE THE FUNCTION. SHELTER AND AREA SHALL BE CLEANED BEFORE YOU LEAVE OR CLEANUP CHARGES WILL BE ASSESSED.