



Hamel Community Center Rental Agreement

Lessee Contact Information:

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

Event Type: (please check only one)

Wedding Reception Reunion
 Birthday Party Holiday Party-Faculty
 Family Reunion Ceremony
 Anniversary Party Training/Meeting Event
 Wedding/Baby Shower Fundraiser
 Antique/Craft Show Product Demonstration
 Other:

Event Date:

Message on Marque: _____

Fee Detail:

Small Room (64 person capacity)	Date	Check #
\$75 deposit received (will receive back if clean, no damage, etc.)	_____	_____
\$75 rental received	_____	_____
Large Room (225 person capacity)	Date	Check #
\$150 deposit received (will get back if clean, no damage, etc.)	_____	_____
\$150 rental received	_____	_____
Building (325 person capacity)	Date	Check #
\$250 deposit received (will get back if no damage, etc.)	_____	_____
\$450 rental received	_____	_____
Pavilion	Date	Check#
\$25 rental	_____	_____

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.
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 east 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. No DJs or live bands are permitted outside of the Center without a permit issued by the Village of Hamel.
10. 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.
11. 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.
12. Unauthorized, non-emergency tampering with the automated external defibrillator (AED) and all associated equipment is strictly prohibited. Lessee agrees to reimburse the Village for any damage caused by the Lessee or lessee’s guests to the AED machine, pads, case and supplies.
13. This signed Agreement, plus 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.
14. Lessee individually and on behalf of any guests or other Users acknowledges receipt and understanding of the Village’s Wi-Fi Policy and Disclaimer and agrees to be bound by its terms, which policy is incorporated by reference as if set forth fully in this Rental Agreement and made a part hereof.
15. 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