

**Clair Nelson
Community Center
Town Hall Rental
6866 Cramer Road
Finland, MN 55603
218-353-0300**

I. Availability

Town Hall

Times available for rental vary each week. It is best to contact 218-353-0300 and speak to the Manager to schedule your rental.

II. Definitions. For the purposes of this policy, the following terms shall have the meaning given them in this section.

- a. **Alcohol.** "Alcohol" means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.
- b. **Event.** "Event" means the entire period for which a Renter has rented the Town Hall or any of the Grounds including any permitted set-up or clean-up period.
- c. **Grounds.** "Grounds" means any portion of the property holding the Town Hall, which is not the Town Hall itself. Grounds include, but are not limited to, ball fields, picnic areas and the like.
- d. **Guests.** "Guests" means those who attend the Event.
- e. **Hall.** "Hall" or "Town Hall" means the Clair Nelson Community Center located at 6866 Cramer Road Finland, MN 55603.
- f. **Rental Application.** "Rental Application" means the form developed by the Town of Crystal Bay to be completed and submitted to the Managers by a proposed Renter seeking permission from the Managers to rent the Hall or any of the Grounds.
- g. **Renter.** "Renter" means the person, corporation, or entity that submits a Rental Application to rent the Hall or any of the Grounds.
- h. **Town.** "Town" means the Town of Crystal Bay, Lake County, Minnesota and any references to actions or approvals by the Town are to its Town Board of Supervisors.
- i. **Manager.** "Manager" Refers to Friends of Finland.
- j. **Resident.** Residents of Crystal Bay Township, Beaver Bay Township, & UT-1.
- k. **Security Guard.** "Security Guard" means a reputable person with background or training in law enforcement or security, though not necessarily licensed as a "peace officer". A security guard may not be someone who would otherwise be a guest at the event.

III. Renters bound by Policy. Rental of the Town Hall or any of the Grounds constitutes Renter's acceptance of the terms and conditions of this policy. The Renter assumes full responsibility for any damage caused in connection with the Event and for the actions of those who attend the Event. If a corporation or entity is renting the Hall or any of the Grounds, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation, entity or individual for the rental or what occurs during the Event.

IV. Rental Request.

a. Process.

- i. All rental requests must be made through the Renter.
- ii. When a completed Rental Application is received, along with the damage deposit the Manager will notify the Renter of whether the request is approved.
- iii. The Manager will forward information to the appropriate management or Town personnel who will be facilitating and monitoring the condition of the property.

- b. **Rental Hours.** The rental hours for a particular Event shall be as indicated by the Renter on the Rental Application form and approved by the Manager. The Manager may approve additional hours to set-up for, and clean-up after, the Event. The Renter and all attendees must vacate the Town Hall or the Grounds, as the case may be, by the end of the rental hours; except that the Manager may approve specific additional hours a Renter may use to clean the Town Hall or the Grounds after the Event.
- c. **Sublet or Transfer.** A Renter may not sublet the Town Hall or the Grounds, nor may the applicant or rental privileges be transferred or assigned.
- d. **Cancellation.** Approved rental requests may be cancelled as provided in this section.
- i. **By Manager.** The Manager may cancel any approved rental request in any of the following circumstances; (1) at any time if the Renter fails to comply with any conditions imposed by the Manager of the rental including, but not limited to, failing to file the required damage deposit within the time set, failing to pay the rental fee in full by the time set, failing to provide for security by a law enforcement when required; (2) at any time for reasons beyond the Manager's control, such as in cases of emergency, unsafe environment or health conditions, or the interruption of utility services. If the Manager cancels a rental request after it has been approved, except for Renter's failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees and damage deposit paid by the Renter. Renter acknowledges and agrees that neither the Town of Crystal Bay nor the Manager shall not be liable for any claims of disruption, loss, or damages resulting from the Manager's cancellation of a rental request as provided in this section.
- ii. **By Renter.** For cancellations occurring 60 days or more in advance of the scheduled Event there is no cancellation fee. For cancellations occurring 31-59 days prior to the date of the Event, a full refund is granted minus a cancellation fee of 10%. Cancellations made within 30 days of scheduled Events are subject to no refund. The Manager will accommodate movement of reserved Events dates when possible.

V. Rental Fees and Security Deposit.

- Because there is a high demand for the rental of The Town Hall and the Grounds, the Town must enforce a strict cancellation policy for weddings and other large events. A deposit must be made in order to hold a date on the calendar.
(See Chart for applicable Damage/Deposit Fee) Payments must be made in full, including all deposits and fees at least 60 days before the date of the Event.
- **Damage/Cleaning DEPOSIT * See end of event checklist, fill out form, sign and date form. Leave form at Office Door for manager. The deposit will be returned after inspection.**

The Manager may choose to waive or require these rental fees at its discretion.

Rental Fee Type	Half Day 4hr or less	Full - Day	Damage/ Cleaning Deposit (refundable)
<u>Meeting Room A</u> 576 Square Feet, for groups up to 25 people with tables and up to 40 people with chairs only.	\$50.00	\$100.00	\$50.00
<u>Meeting Room B</u> 912 Square Feet, for groups up to 40 people with tables and up to 75 people with chairs only. Room has a refrigerator, microwave oven, coffee maker and sink.	\$75.00	\$150.00	\$75.00
<u>COMBINED A&B Rental</u> Total 3800 Square Feet	\$100.00	\$200.00	\$100.00
<u>Multi Purpose Room</u> <u>Small Event (GYM)</u> <i>Less than 30 People</i> 3800 Square Feet. Rental includes use of kitchen, lobby/social area and picnic shelter	\$150.00	\$300.00	\$150.00
<u>Multi Purpose Room</u> <u>Large Event (GYM)</u> <i>More than 30 people</i> 3800 Square Feet. Rental includes use of kitchen, lobby/social area and picnic shelter	\$300.00	\$600.00	\$300.00
<u>Multi Purpose Room</u> <u>(GYM)</u> <i>WEDDING Pkg.</i> 3800 Square Feet. Rental includes use of kitchen, lobby/social area and picnic shelter Set up: Afternoon day before wedding Take down: by 3pm day after wedding	N/A	\$1,200.00 Non- Resident ----- \$ 1,000.00 Resident	\$600.00 ----- \$500.00
<u>Kitchen</u> 460 Square Feet, a Lake County Health Department Certified Kitchen. Commercial dishwasher, 6 burner 2 oven stove with flat top, stainless steel prep counters.	\$15.00 per hour	\$75.00	\$75.00
Any portion of the Grounds & Equipment.	As per Manager, depends on Event and scope	As per Manager, depends on Event and scope	As per Manager, depends on Event and scope

Celebration of Life: Inquire with Manager

VI. Use of the Town Hall and any of the Grounds.

The Renters are required to meet with building staff prior to the scheduled event for orientation. The Renters and Guests must comply with all of the following. The Manager reserves the right to impose additional regulations depending on the event.

- A. **Set up and Decorations.** The Manager may allow the Renter to enter the Town Hall or Grounds, as the case may be, before the rental hours in order to set-up or decorate for the Event. Decorations may not damage the property in any way. No nails and tacks in walls and no tape on drywall. No decorations are allowed above the level of the fiber-cement siding in the multi purpose room.
- B. **Sound Levels.** Sound levels must be controlled so as to not disturb neighbors.
- C. **Disorderly Conduct.** Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused.
- D. **Alcohol.** Alcohol as defined previously means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume, which can be served at the Town Hall and Grounds.
 - i. Any liquor, wine, or beer vendor that sells or otherwise exchanges for compensation in connection with the use of the Hall shall have a valid on-sale license and a caterer's permit. Copies of these licenses and certifications must be provided with the rental application.
 - ii. If no vendor is present, and/ or the required copies of the vendor's licenses and certifications are not provided, then no liquor, wine or beer shall be sold or otherwise exchanged for compensation in connection with the use of the Hall.
 - iii. At all Events where Alcohol is consumed, Renters are required to have a "Security Guard" present for the entire Event. "Security Guard" means either a reputable person with background or training in law enforcement or security, though not necessarily licensed as a "peace officer" who would otherwise be a Guest at the event. Alternatively, the "Security Guard" may be a licensed peace officer who may be a Guest, hired by Renter, with Renter, paying for the services and for provisioning the person a copy of this policy.
 - iv. **The Renter shall provide a copy of this policy to the Security Guard**
- E. **Smoking.** The Town Hall is a smoke-free building and smoking of any kind is prohibited in the building and within 15 feet of the Hall.
- F. **Parking.** All vehicles must remain in the lot and designated parking areas. Driving vehicles of any kind on the rest of the Grounds is prohibited.
- G. **Charging Admission.** The Renter may not charge admission for the Event unless approved by the Manager.
- H. **Safety.**
 - i. No furniture, decorations, or other items may be placed in such a way as to block the exits.
 - ii. The Renter is responsible for assuring the Town Hall does not become overcrowded.
 - iii. No open flames, sparklers, or any fireworks are permitted at the Town Hall or on the Grounds unless approved by the Manager.
- I. **Special Event Licensing:** groups serving food for non-private Events that are open to the general public must be issued a "Special Event License" from the Lake County Health Department. Call John @ 218-834-8356 or Ashley @ 218-269-0918 two weeks prior to the Event for the application form. One copy of this license must be posted the day of the Event. A second copy is to be sent with the contract. The Special Event License application can also be found on their website: <https://www.co.lake.mn.us/health-and-human-services/hhs-documents/> or by picking up a hard copy at the Lake County Health and Human Services Building on 3rd Avenue in Two Harbors.
- J. **Floors.** Furniture must be lifted, and not drag, if it is moved. Tables and chairs without rubber bumpers on the legs must not be scraped across the cement following or carpeted areas, spilled liquids must be wiped up immediately.
- K. **Pets:** No pets are allowed inside the building. Pets are allowed outside but must be kept leashed or otherwise contained at all times. *This is waived for Veterinary Clinic rentals.*

L. **Clean-up.** The Renter is responsible for cleaning the Town Hall buildings and Grounds to assure that they are in the same condition it was in before the rental. See End of Event Checklist for details

M. **Garbage:** All garbage created must be placed in the outside dumpster. If the dumpster is full extra garbage should be left inside the hallway by the kitchen. Large events in the multipurpose room (Gym) 5 bags of garbage are allowed, smaller events are allowed 2. Additional bags will incur a \$10.00 per bag fee to be taken out the Damage/ Cleaning deposit. Recycling must be sorted, separated and placed in the designated bins. Recycling does not count toward the garbage limit. All trash must be cleaned up outside. This includes cigarette butts.

VII. **Assumption of Responsibility.** The Renter assumes full responsibility for the appropriate conduct of all the group members and Guests at the Town Hall and on the Grounds during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Town Hall, the Town Hall contents, or to the Grounds. The Town of Crystal Bay and Manager are not liable for any loss, damage, injury, or illness suffered during the use of the Town Hall by the Renter or the Guests and the Renter hereby releases both from the same, and agrees to indemnify both against the same. . The Town of Crystal Bay and Manager are not responsible for any items that are left at the Town Hall by the Renter or the Guests.

VIII. **Indemnification.** The Renter agrees to defend, indemnify, and hold harmless the Town of Crystal Bay and Manager, their officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town of Crystal Bay, or Manager, or their officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guest.

IX. **Insurance.** The Renter may be required to provide proof of liability insurance and or/ additional insured before the Event providing coverage for said Event. Renter may also be required to put the Town of Crystal Bay and Manager as a rider on their insurance for the Event. The Renter will be contacted by the Town Clerk or Manager to discuss those details. If proof of insurance is required, the Renter must deliver the proof to the Town Clerk or Manager at least 14 days before the Event. Failure to provide adequate proof of insurance as required by the Town of Crystal Bay or Manager will void the rental request and any approvals given by the Manager. The Town adheres to a non discriminatory policy, there will be no discrimination by the Town, the Manager or the Renter based on any protected class status. Protected classes are things like race, religion, age, gender, family status, and sexual orientation. Breach of this by the Renter is a breach of this policy Agreement, and the Town may cancel and/or stop any Event held in contravention of this provision.

"By signing, the undersigned indicates, either on behalf of himself or herself, or, if the proposed Renter is a corporation or other entity, on behalf of such corporation or other entity that the undersigned has read and understands the above rental policy and the responsibilities of the Renter while renting the Clair Nelson Community Center or any of the Grounds, and agrees to be bound, either individually or on behalf of said corporation or other entity, thereby."

Renter's Printed Name: _____

Signature of Renter: _____

Phone Number: _____ / date: _____

If renter is a corporation or other entity, signature of a person with authority to bind the Renter
(please print name of person signing after signature)

Corporation or other entity: _____

Print Name Title / Signature

Phone Number: _____ / date: _____

Clair Nelson Community Center
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6866 Cramer Rd.
Finland, MN 55603
PH: 218.353.0300

Applicant Information

Today's Date: _____

Name: _____ Phone Number: _____

Address: _____ Email: _____

Name of Organization: _____ (when applicable)

Event Information

Event Date: _____ Start Time: _____ End Time: _____

Room Requested: _____ Number of People: _____

Fee Information

Rental Fee: _____ Damage/Cleaning Deposit: _____ TOTAL: _____

If this Town Hall Rental Form is approved, the undersigned agrees and understands, either on behalf of himself or herself, or, in the case of a corporation or other entity, on behalf of such corporation or other entity, to be bound by the Town of Crystal Bay Resolution number 2-2025-01, rental policy for the use of the Town Hall.

Printed Name: _____ **Signature:** _____

Manager portion:

Approved by: _____ **date:** _____

Total Paid: _____

Total Refunded: _____

Any Damage after rental: Yes _____ No _____

**Clair Nelson
Community Center**

Town Hall Rental

End of Event Checklist

6866 Cramer Road
Finland, MN 55603
218-353-0300

Event Date: _____

Renters Name: _____

Number of People attending: _____

After your event, please check the following items in the area that you used.

Please **leave this checklist by the office door.**

KITCHEN

- ☐ Wash and put away dishes and equipment in labeled areas.
- ☐ Wipe countertops
- ☐ Make sure oven, hood and grill are off (see posted how to instructions)
- ☐ Wipe down stove, oven, microwave, sinks and inside of refrigerator
- ☐ Sweep floor-mop if needed
- ☐ Take out trash/recycling
- ☐ Hang dirty laundry to dry on carts-do not put in bin
- ☐ Unplug and clean out coffee pot and filter
- ☐ Turn off lights

BATHROOMS

- ☐ Clean toilets
- ☐ Wipe down sinks, countertops, and mirrors
- ☐ Take out trash if full
- ☐ Mop Floor

Meeting Room A

- ☐ Vacuum
- ☐ Wipe down table tops
- ☐ Empty trash/recycling if full
- ☐ Turn off lights

Meeting Room B

- ☐ Vacuum
- ☐ Wipe down table tops
- ☐ Empty and shut off coffee pot/hot water pot
- ☐ Wipe out microwave
- ☐ Empty trash/recycling if full.

Lobby Area

- ☐ Vacuum
- ☐ Clean smudges off entryway doors
- ☐ Sweep/mop entryway
- ☐ Turn off Lights

Multipurpose Room (Gym)

- ☐ Wipe table tops and counters
- ☐ Sweep floor/mop if needed
- ☐ Sweep/mop stage floor
- ☐ Turn off stage lights and sound equipment
- ☐ Empty trash
- ☐ Check outside of exit doors for trash or personal items-make sure doors are locked

Outside/Grounds

- ☐ Sweep porch area
- ☐ Clean up all trash, including cigarette butts
- ☐ Make sure all trash is placed in dumpster-if full do not set bags outside
- ☐ Leave them in the hallway by kitchen door
- ☐ Take any personal items with you
- ☐ Make sure inner entry door is locked

Did anything get broken or damaged? Please tell us _____

Do you have comments or suggestions?

Once the above items have been checked, please sign and date below and leave the checklist for the Building Manager.

Thank you, We appreciate your help

Signature: _____

Date: _____

EQUIPMENT CHECKOUT

NAME _____

DATE _____

ITEM(S) Rented _____

Date(s) Needed _____

Pickup Date _____

Date Returned _____

Rental Fees: Tables - \$2/ Chairs - \$1

Fee Total: _____

Damage Deposit: _____

SIGNATURE _____