

TOWNSHIP OF CHISAGO LAKE

12400 316TH Street * (651) 257-6906

CHISAGO LAKE TOWN HALL RENTAL POLICY

The township hall was built by the Town of Chisago Lake to provide a place for residents to convene their annual meeting, for the Town Board to conduct their monthly meetings, and for local voters from both the North Chisago Lake precinct and the South Chisago Lake precinct to cast their ballots at election time.

Priority for Use:

Public meetings and functions of the Town Board shall take priority over other uses of the facility. But whenever possible, the Town of Chisago Lake will make its township hall available to township residents and a wide variety of civic organizations and community groups. Non-township residents and organization may also request and use the building.

Accommodations:

The township hall has two rooms available for rent.

Small Room which is 33 feet x 52 feet and accommodates approximately 120 people.

Large Room which is 45 feet x 72 feet and accommodates approximately 240 people.

There is a kitchen available for catering and serving food, with a commercial refrigerator, and freezer, available, however there is no stove or dishwasher provided.

There are enough tables and chairs to seat approximately 300 people, 4 – 8’ rectangular, 7 – 6’ rectangular, 1 – 4’ rectangular, and 30 – 60” dia. Round tables. Furniture is NOT to be removed from the building. The number of tables and chairs available is subject to change; please take inventory of what you need prior to your event.

This policy shall govern the priority and fee for use of the township hall. Any variation from this policy shall require approval by the Town Board.

RENTAL FEES

RESIDENTS	RENTAL FEE	ATTENDANT FEE (if applicable)	DAMAGE DEPOSIT
Small Banquet Room	\$100	\$100	\$100
Large Banquet Room	\$200	\$100	\$150
Both Banquet Rooms	\$300	\$100	\$200

Non-Profit Organizations

(Monday– Thursday) – Waiver of Rental Fee (Meetings only)

(Friday-Sunday) - Will be required to Pay Full Rental Fee along with Damage Deposit

NON-RESIDENTS	DAYTIME USE (8:00am-6:00pm)	EVENING USE (6:00pm-12:00am)	DAMAGE DEPOSIT
Small Banquet Room	\$200	\$300	\$300
Large Banquet Room	\$400	\$500	\$300
Both Banquet Rooms	\$550	\$750	\$300

Renters Bound by Policy:

The rental of the township hall constitutes Renter's acceptance of the terms and conditions of this policy. (Renter means the person, corporation, or entity that submits an application to rent the Hall.) The Renter assumes full responsibility for any damage caused in connection with their **event/activity and for the actions of those attending. If a corporation or entity is renting the Hall**, an officer or agent of the corporation must be designated on the application as the responsible person for the rental though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.

Waiver to Rental Fees:

Rental fees may be waived by the Town Board for use of the facility for meetings by the following groups (**Monday-Thursday**) when such groups are largely comprised of Chisago Lake Township residents:

1. Chisago Lakes Area School district and Home School students
2. Local 4H clubs and Chisago County Extension Programs
3. Local Boy Scout, Cub Scouts, and Girl Scout Troops
4. Chisago Lakes Area Lions and Chisago Lakes Rotary
5. Chisago Lakes Area Chamber of Commerce
6. Senior Adult activity groups for cards, beanbags, etc.
7. Veteran organizations and military support groups

Damage deposit may be waived for the above groups provided they properly clean up after their meetings. Such groups are also encouraged to assist the township with community related projects, recycle activities, and park cleanup. If it is an annual party, banquet, or consist of a large group you will be required to pay the full rental fee, along with the damage deposit.

Damage Deposit:

All Renters must pay a damage deposit, prior to event. All payments shall be made to "Town of Chisago Lake." All or part of the damage deposit may be refunded if the Hall is cleaned satisfactorily and there is no damage to furnishings or the building.

The Renter will be held responsible for all damages to the Hall, parking lot, and grounds during their event. Any additional cleaning, or repairs from damages that need to be done may result in retention of a portion or all of damage deposit. If the costs to clean and repair the hall or outside area exceed the amount of the damage deposit. The Renter will be responsible for reimbursing the Town for all costs the Town incurs to clean and repair, including collection costs. The Town will provide the Renter a bill containing an itemized list of costs incurred to clean and repair the hall and grounds that is due and payable upon receipt.

Attendant:

An attendant will be available for set-up, unlocking and locking the building, assist with maintenance or facility needs during the event, provide direction with clean-up, and inspect the facility for any damage after an event.

Application Process:

All rental requests must be made on the application form provided by the Town and shall be delivered to the *Town Clerk*. All rental requests should be submitted at least 30 days before the proposed Event. Reservations may be made up to one year in advance. Upon receipt of the completed Rental Application, full rental fee, and Security coverage payment (if applicable), the hall will be reserved on the requested date, if available. Any modifications, limitations, or additional requirements must be in writing and indicated on the Rental Application. **A Renter may NOT sublet the Hall, nor may the Application of rental privileges be transferred or assigned.**

Rental Hours:

The rental hours for a particular event shall be as indicated on the Rental Application form and approved by the Town. The Town may approve additional hours for set-up and clean-up after the Event. The Renter and all attendees must vacate the hall by the end of the rental hours or no later than MIDNIGHT.

CANCELLATION:

By Renter:

A letter of cancellation signed by the renter must be submitted as least 30 days prior to the event being cancelled. If the renter cancels 30 days prior to the event, the Town will return any rental fees, and damage deposit paid by renter.

If a renter cancelling a rental request within 30 days of the event, the Town will return any rental fees, and damage deposit paid by renter except for \$100.00.

Dates are not transferable.

By Town:

The town may cancel any approved rental request in any of the following circumstances:

At any time if the Renter fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to pay the required damage deposit rental fee, in full within the time set.

For any reason if the Town provides notice of cancellation to the Renter at least 30 days before the Event, or

At any time for reasons beyond the Town's control, such as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services.

If the Town 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. The Renter acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss, or damages resulting from the Town's cancellation of a rental request as provided in this section.

Use of Hall: The Renter and all Guest must comply with the following:

Keys:

Arrangements will be made with the *town clerk* to determine how the keys will be handled.

Setup and Decorations:

Decorations may **NOT** be affixed to the walls in any way that causes damage. Confetti, birdseed, rice or other like items are prohibited as they present clean-up problems.

Safety:

No furniture or other items may be placed in such a way as to block an exit. No open flames, sparklers or any fireworks are permitted on the Grounds or in the Hall.

Sound Levels:

Sound levels must be controlled so as not to damage the hall or to disturb neighbors.

Disorderly Conduct:

Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter is solely responsible for supervising the conduct of those attending the Event and is financially responsible for any damages caused.

Alcohol:

The sale of alcoholic beverages by a properly Licensed and Bonded Company is allowed **IF** a copy of the License and Bond is provided to the *Town Clerk* at least 7 days prior to the event. If Alcoholic beverages are being served to guests at no cost by the renter the user/renter **MUST** provide proof of liability insurance to the *Town Clerk* at least 7 days prior to the event. Generally ones homeowners' policy (personal liability) will cover this. No open alcohol containers are allowed outside of the building or in the parking lot.

Smoking:

The Hall is a smoke-free building and smoking of any kind is prohibited in or near the building.

Parking:

Guests must **NOT** park on the lawn or in any way that causes damage to the Grounds or that interferes with traffic or pedestrian safety. Additional off street parking is available on Mildred Avenue at the Chisago Lake Township Maintenance Building.

Clean-Up:

The Renter is responsible for putting the tables and chairs away, cleaning the rooms used after an Event, and for leaving the township hall and parking area in the same condition as it was before the Event. A clean-up checklist along with an emergency phone number can be found posted in the kitchen and on the bulletin board. Clean-up must be performed immediately following the Event.

Assumption of Responsibility:

The Renter assumes full responsibility for the appropriate conduct of all the group members and guests at the Hall during Event hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the contents of the Hall or the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or Guests. The Town is not responsible for any items that are left at the Hall or on the Grounds by the Renter or Guests.

Indemnification:

The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees which the Town, its 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 Guests.

Insurance:

The Renter may be required to provide proof of liability insurance before the Event proving coverage in an amount determined by the Town. If proof of insurance is required, the Renter must deliver the proof to the *Town Clerk* at least 7 days before the Event. Failure to provide adequate proof of insurance as required by the Town will void the Rental Request and any approvals by the Town.