RENTAL AGREEMENT

WALNUT GROVE COMMUNITY CENTER
311 6th Street
Walnut Grove, MN 56180

1. Rent for the Community Center is based on the number of people attending your function. Security is required for all events larger than 60 people or open to the public where alcohol is being served. All payments must be made 30 days in advance of the event.

2. There will be a cleaning / damage deposit in the amount of $250 which will be refunded following your event if the hall is left in the same condition as when you arrived. The floors do not need to be mopped nor do the tables and chairs need to be put away, however, tables & chairs must be wiped off as needed. All tape must be removed from the walls, doors, ceiling, etc. Bathrooms must be left in a reasonable manner. The kitchen should be left as you found it, with the exception of mopping the floor. All dishes put away, the dishwasher emptied and turned off, sinks cleaned, counters wiped down, floor swept, stove wiped off, and garbage taken out.

3. Dishcloths and dish towels are not furnished by the city. Do not use city containers to take home leftover food or beverages. The dishwasher must be turned on 20 minutes before you use it, to preheat the water.

4. If your event is on a weekend or before or after office hours, you must pick up a key before the event. Please call (507) 859-2135 to make arrangements.

5. You may adjust the thermostat in the hall to a comfortable setting for your event. However, please do not set the air way down or the heat way up until the day of the event.

6. There are 34 (30" by 96") banquet tables, 10 - 60" round tables, 4 - 48" round tables and 6 small round tables and approximately 320 chairs available for your use. Tables and chairs brought in must be sorted and removed, or at least stacked in the hallway, immediately following your event. The hall will seat and has place settings for 200-250 people. **Please make sure you lock the legs of the white tables so they do not collapse.**

7. If the calendar allows, you may set-up and decorate the day before your event. **Do not put staples or tacks in the walls and woodwork**. Personal items (decorations, etc.) that you wish to keep must be removed from the hall immediately following your event. It is important that you **remove any tape from the walls, ceiling and doors**. Any decorations left will be thrown away the following day.

8. A sound system is available for your use, with speakers throughout the room mounted in the ceiling. If you want to use this system, inform us so we can give you a key and some instruction on how to use it.

9. If your event will be larger than 50 people or open to the public and alcohol is going to be served, **you must contact the manager at the Walnut Grove Bar & Grill (507) 859-2399 to arrange for the serving bar to be open for your event**.

***No alcoholic beverages are to be brought into the Community Center unless it is a private event with less than 50 people.**

10. The renters of the hall are responsible for taking down tables after the reception to allow for room for the dance. You do not have to take tables down after your event is finished unless they have been cleaned and are completely dry. (Putting away the tables if they are still wet from washing them off will cause mold between the tables)

11. You are responsible for cleaning the Community Center immediately following your event unless other arrangements have been made with the City Clerk. Our cleaners arrive anytime after 7am the morning after your event to put away tables and mop floors and do any additional cleaning needed.

We want to make your event as enjoyable as possible, and welcome comments or suggestions to make things more convenient for you.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EVENT TYPE: _____

RENTAL DATE: _____ TIME: _____

SET UP DATE: _____ TIME: _____

RENTAL FEE: _____

SET UP FEE: _____

SECURITY FEE: _____

DAMAGE / CLEANING DEPOSIT: _____$250_____

SIGNATURE: _____ DATE: _____

Payment can be mailed to: City of Walnut Grove
PO Box 335
Walnut Grove, MN 56180

Emergency Contacts:
Paula McGarvey 859-2135 work OR 507-380-7519 cell
Tom Hansen 507-430-0532 cell

2027 Community Center Rent

Meetings: (Monday-Thursday) 4-8 HOURS

$60.00 small groups (0-30 people)
$100.00 Med. Groups (31-75 people)
$150.00 large groups (76 or more)

Private Parties *(invitation only)

HALF DAY (Monday-Thursday) -4 HOURS	FULL DAY (8 HOURS)
$60.00 small groups (0-30 people)	$100.00 small groups (0-30 people)
$100.00 Med. groups (31-75 people)	$175.00 Med. Groups (31-75 people)
$175.00 large groups (76 + people)	$350.00 large groups (76 + people)
$50.00 Kitchen rental 4-hours	$100.00 Kitchen rental (Mon-Thurs)

Funeral luncheons $150.00

*No alcohol will be allowed unless it is served by the Walnut Grove Bar & Grill for any group of more than 50 people or any event open to the public.

Large Events or Open to the Public

$350.00 Large events (receptions, dances, fundraisers, etc)

*$125.00 charge if the fund raiser is for WG Benefit & all proceeds stay in WG for the benefit of the majority of the residents. Example: Pageant Suppers, etc.

$ 50.00 Reserved set up fee / to guarantee set up time is open.

$250.00 Refundable deposit required for clean-up & damages
$250.00 Refundable deposit required if bringing in a stage

Bar Service: $50 set up fee
$500.00 minimum sales guarantee
$350.00 Keg (includes cups and serving)

Security: $50/ hour required when alcohol is being served

2027 Work & Gather Rental Rates

Office Space: (small offices)	Daily: $25	Weekly: $125	Monthly: $400
Office Space: (larger office)	Daily: $25	Weekly: $125	Monthly: $425
Community Room: Private events	Daily: $50/day (Mon-Thurs)	$75/day (Fri-Sun)	
Community Room: Public events	Daily: $75/day (Mon-Thurs)	$125/day (Fri-Sun)	

No Charge- Community Service events:
Job fairs; Public information meetings;
Blood drives;
No charge to city departments for meetings & fund raisers.
(Departments will clean and mop after the event)
(ex. Fire Dept; EDA; Ambulance)