



OFFICE USE ONLY	
Rental Type	_____
Date:	_____
Rental Fee \$	_____
Cash Check#/Pd by: _____	

Rental Agreement

Today's Date: _____

Security Deposit	_____
\$	_____
Cash Check#/Pd	_____
by	_____
Agreement Approved By:	_____

Renter Information *(please print clearly)*

*The Rental Agreement & Terms must be completed by an adult 18 years of age or older.

Name or Organization: _____ Non-Profit • Yes • No

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Event Information

Date(s) of Rental (Include Setup): _____

Rental Start/End Time (Include Setup and Clean Up): _____

Doors Opened/Locked _____

Type of Event: _____ Estimated Attendance: _____

Will Alcohol Be Served? • Yes • No (please see Agreement Terms and Conditions regarding alcohol)

Rooms requested for rental: • Gymnasium • Community Room • Full Facility

Sound System Required? • Yes • No Bleachers Needed? • Yes • No Screen/Projector Needed? • Yes • No

RENTAL FEE: (Does Not Include Security Deposit, Due Today) \$ _____ • Hourly • 6 Hour • Full Day

SECURITY DEPOSIT: (Mailed or Voided within 15 days after event) \$ _____ • Mailed Back • Voided

• Mail back to: Name _____ Address: _____

Please use a separate check for the security deposit as this will be mailed back or voided if applicable.

By signing below, I acknowledge that:

- I have received a copy of, read, understand, and agree to follow the Rental Agreement & Terms.
- I agree to be responsible for my guests. Disorderly conduct of guests is prohibited, and they may be asked to leave.
- REC may order the removal of an offender, order immediate removal of all alcoholic beverages from premises if terms have been broken, and/or immediately revoke the Rental Agreement and order all guests from the premises.
- Violation of these terms may result in the loss of your security deposit, including additional charges for damages not covered by your damage deposit.
- Any bounced check is subject to a \$35 fee plus the original balance due, along with possible late fees.

X _____

Renter's Printed Name

X _____

Renter's Signature

X _____

Date

Please Return this form & All fees (payable to City of Rothsay) to: City of Rothsay Attn: REC @ PO BOX 117, Rothsay MN 56579



RENTAL TERMS & CONDITIONS

Rothsay Event Center (REC) offers competitive pricing for private rentals and discounts for non-profit and community organizations.

General Terms

1. The Renter is defined as the person signing this Rental Agreement & Terms. The Renter must be at least 18 years of age.
2. Adult chaperones (21 and older) are required for youth activities.
3. The rental date is not reserved until the rental fee is received, has cleared through the bank process, and the Rental Agreement & Terms is signed. If the REC has not received payment/agreement within seven business days after booking the rental date (by phone or message), the rental date will then open up for another Renter if necessary.
4. The REC staff will review the rooms rented and contact the Renter immediately if there is any damage by the Renter and/or Renter's guests. The Renter's Security Deposit will be refunded 15 days after the event minus any additional hours used or expenses incurred for repairs/cleaning costs as a result of any damage done by the Renter and/or Renter's guests.
5. Under certain conditions, the REC may be forced to cancel the Rental Agreement prior to the event. Possible reasons for cancellation include but are not too unsafe environmental conditions or interrupted utility services. In such an event, the Renter agrees that the REC will not have responsibility for anything the Renter may suffer or incur due to such cancellations. The REC will notify the Renter as soon as possible if such a cancellation occurs. All fees paid to REC by the Renter shall be refunded to the Renter if the reservation is cancelled by the REC for any of the above reasons.
6. REC room rental deposits are non-refundable if canceled by the Renter. A written notice from the Renter is required to cancel.
7. Should the Renter request to reschedule a rental to a new date and time, the request must be written notice and is dependent upon availability of the new requested rental date. All deposits from the original rental will be applied to the new date. The new rental booking is subject to rate changes. The rescheduled date must be within one year of the original requested date or a new security check will need to be written.
8. If the event is cancelled due to reasons outside of the control of BOTH the Renter and REC, such as a declared state of emergency, REC reserves the right to keep up to one-third (1/3) of the Rental Deposit to cover administrative fees.
9. Any check that does not clear is subject to a \$35 fee plus the original check amount. If not paid within 2 weeks of notice, a \$10 daily late fee will be added to the invoice.
10. Renters and their guests may only use rooms and designated spaces per the Rental Agreement.



11. The facility may not be sublet, transferred, or re-assigned by the Renter.
12. The Renter must arrange activities to conclude at the closing time stated in the Rental Agreement. Additional charges may be assessed for time outside of the scheduled time in the Rental Agreement.
13. Animals in the facility must be approved by the REC staff in advance of the event scheduled. Service Animals are the exception.
14. Facility heating/cooling system, floor scrubber, and lift must be operated by the REC staff unless previous approval by the REC staff has been made.
15. REC is not liable for any loss, damage, injury, or illness caused by the use of its facilities. Neither the REC nor its staff, volunteers or representatives will be held responsible for any items left at the facility by the Renter or the Renter's guests. The Renter using the facilities, equipment, and other items owned by REC, further assumes all liability for any personal injuries, including death, caused by guests at the scheduled event.
16. REC and its staff, volunteers or representatives are not responsible for any problems that occur with the Renter's hired vendors.
17. REC is a tobacco, vape and smoke-free facility. This includes the use of e-cigarettes or vapor products. Smoking is allowed outside in the designated areas only (please dispose of it in an appropriate container).
18. REC reserves the right to assign additional staff or security at Renter's expense when the size of the group and type of activity warrants it.
19. REC reserves the right to inspect and regulate all private meetings, banquets, and receptions to ensure accordance with our policies.
20. An Application for a Gambling Event Permit must be obtained from the City of Rothsay prior to events involving raffles or lotteries and included with the agreement rental form.
21. A certificate of liability may be required.
22. In the case of live animal rentals, a security deposit of \$500.00 will be collected and held until the event has ended and will be returned 15 days after the event providing no damages have occurred and terms were not broken. If damages exceed the \$500.00 damage deposit, the REC will notify the Renter immediately and an invoice will be sent to Renter for the added expenses.



ALCOHOLIC BEVERAGE TERMS

1. Under NO CIRCUMSTANCES may alcohol be served to minors. Under Minnesota law, persons under the age of 21 are not permitted to purchase or consume alcoholic beverages.
2. Outside alcohol can be brought onto REC property if it has been approved by the REC staff.
3. If the event is over 100 people, the REC requires a licensed contracted bar to serve alcoholic beverages. In this case, the Renter will no longer be able to bring alcoholic beverages on the premises.

SECURITY DEPOSIT TERMS

1. A Security Deposit is required, especially if there is alcohol or children present at the event.
2. The purpose of the Security Deposit is to protect the REC financially if there is a need for repairs or cleaning costs as a result of any damage during the rental period by the Renter and/or their guests.
3. The REC staff will review the rooms rented and contact the Renters immediately if there is any damage.
4. Your Security Deposit will be refunded within 15 Days after your event minus any expenses incurred due to additional hours needed and any damage by the Renter and/or guests.



SET-UP / DECORATION TERMS

1. It is the **responsibility of the Renter or their designee for setting up and decorating the event**. The REC provides a limited number of tables and chairs, and any extra seating would fall under the Renter to find a rental supplier.
2. The rental fee includes the use of table and chairs. Sound equipment, Screen/Projector and Bleachers are included as well, but will need to be specified in the agreement.
3. **UNDER NO CIRCUMSTANCES** are open flamed candles permitted. Any candle must be battery operated. The only open flame REC allows is for caterers and their roasters.
4. **UNDER NO CIRCUMSTANCES** is tape allowed to be used on the gymnasium floor. It peels the sealant off the wood floor and damages it.
5. Balloons are allowed if they are fastened down.
6. Anything brought into REC by the Renter and/or guests, i.e., decorations, must be removed from REC property and taken with the Renter at the end of the event.
7. For your convenience, REC has receptacles for recycling plastic bags inside the building. Plastic grocery bags or clear plastic bags accepted only.
8. The Renter is required to return the rented room(s) to the same clean condition in which it was found. All trash must be collected, properly bagged, and removed by the Renter. A dumpster is located outside on the facility property for the Renter's convenience. Tables and chairs shall be returned to the space they were upon arrival, floors shall be swept, and lights turned off in all areas. The hallways and bathrooms are motioned censored and do not require being shut off. If the REC is not in the state, it was prior to the event, the damage deposit may not be returned, and the Renter will be notified.



Rental Dismissal Checklist

Return it the way you found it

➤ **Garbage**

- All trash must be properly bagged and disposed in the dumpster outside of the facility.
- There is a plastic bag recycling bin inside the REC.

➤ **Tables & Chairs**

- Return to where they were upon arrival.

➤ **Floors**

- Pick up any garbage.
- Put away any balls that were taken out to where they were found.
- If using REC items such as sound system equipment, put back where they were upon arrival.
- Sweep
- Lightly Spot Mop if needed.

➤ **Doors**

- Close if they were closed prior.
- Open - If doors are closed by the stage/Fitness Center door.

➤ **Lights**

- Shut off
- Hallways/Bathroom and the light switch right inside the gym are Motion activated do not touch.

➤ **Personal Belongings/Anything brought in or put up.**

- Remove/ Take Down and take with you!

➤ **Community Room**

- Empty fridge/freezer.
- Make sure the sinks are clean.
- Garbage is taken out to dumpster.
- Floors are swept.
- Tables & Chairs are put away.