



BIRCHWOOD CITY HALL RENTAL AGREEMENT

207 Birchwood Ave, Birchwood Village, MN 55110

651-426-3403 or info@birchwoodvillage.com

The undersigned hereby agrees to pay the City of Birchwood, the sum of \$25 per hour, maximum \$75.00 per day, for the use of the upstairs portion of City Hall (including meeting space and kitchen), for the following day(s):

_____, for the hours of _____, and for the following purpose:
_____.

The undersigned agrees that said use shall be subject to the terms and conditions stated below:

1. The space shall be used only for the purpose set forth in this Agreement.
2. The space shall not be used in furtherance of a commercial enterprise.
3. The undersigned renter agrees to pick up the key to the hall on designated City Hall open office hours (Tuesday and Thursday from 10:30 am to 1:30 pm), but no earlier than 5 business days before the date of usage. Further, when the use is completed, the undersigned agrees to lock the main door to the hall and place the key in the drop box out front.
4. The undersigned agrees to be present throughout the rental usage and at no time during the function shall minors be present without the presence of adult supervision.
5. All decorations placed within the City Hall shall not deface or damage the structure.
6. The undersigned renter is responsible for cleaning the hall after its use.
7. The undersigned renter shall indemnify and hold harmless the City for any and all damage to the City Hall or the personal property located herein, and any and all claims arising out of the use of the hall as set forth in this agreement.
8. The undersigned renter shall agree to cease any and all activities being conducted if so directed by the Washington County Sheriff Department. The undersigned renter shall waive their right to a refund of the hall rental fee in this situation.
9. The undersigned renter agrees to pay a deposit of \$100.00 which shall be returned to the undersigned renter if the City Clerk deems that the condition of the hall does not require additional cleaning help.

RENTER

Name: _____

Organization (if applicable): _____

Phone: _____

Email Address: _____

Mail Address: _____

City, State, ZIP _____

CITY OF BIRCHWOOD VILLAGE (office use only)

Name: _____

Title: _____

DATE: _____

Key # _____

Date Issued: _____

Signature: _____

Date Returned: _____

Signature: _____