

# Westbrook Community Center / Senior Center Rental Agreement Contract

We / I \_\_\_\_\_ Agree to rent the Community Center Senior Center  
(Circle one)

at the Westbrook Community /Senior Center on \_\_\_\_\_  
(Date of event)

Event purpose \_\_\_\_\_  
(Type of event)

Approximate number to attend event \_\_\_\_\_ Requested time \_\_\_\_\_

## Community Center

Requested setup time \_\_\_\_\_ A \_\_\_\_\_ PM Access shall be allowed to the community center no earlier than **8:00 am**  
M \_\_\_\_\_ on the day prior to the event if available.

Will liquor be served **YES** **NO** If **YES** is selected, the renting party is responsible for any fees required for  
(Circle one) the use of an on site City of Westbrook assigned Security Officer.

If **yes**, contact Bonnie and Clyde's 2 @ 507-274-5228 or VFW @ 507-274-5661

Name of Caterer \_\_\_\_\_ ( ) - -  
(If a caterer is to be used please provide a contact phone number.)

## Senior Center

Requested setup time \_\_\_\_\_ AM PM

Name of Caterer \_\_\_\_\_ ( ) - -  
(If a caterer is to be used please provide a contact phone number.)

## Usage of the kitchen area

Will the kitchen be used for food preparation purposes **YES** **NO** (use of the griddle, stove top, ovens and  
(Circle one) convection oven require a usage fee listed within  
this agreement)

Rental rates:

	Community Center	Senior Center	Kitchen
Event cost:	\$250.00	\$65.00	\$25.00
* Deposit:	\$150.00	\$50.00	\$25.00
★ Security Officer	\$100.00	N/A	
Stage	\$25.00	N/A	

\* The rent is due at the time of the keys being issued. The deposit is due when the reservations has been made to hold the reservation date and will be returned upon inspection and approval of the condition of the center.

★ If the event is to have on-sale liquor available, this usage agreement requires the presence of a City of Westbrook assigned Security officer on site during the event.

It is hereby agreed the total amount due shall be \$ \_\_\_\_\_

**RENTER AGREES** to pay in advance the Deposit in the amount of \$ \_\_\_\_\_

**RENTER AGREES** to pay remaining amount of \$ \_\_\_\_\_ when the key is issued.

Key issued Date: \_\_\_\_\_ Key returned Date: \_\_\_\_\_

## THE RENTING PARTIES EXPRESSLY AGREE TO THE FOLLOWING TERMS:

1. Abide to the terms and conditions of this rental agreement.
2. Use the allowed entrance and exit doors as described within the agreement.
3. Not to tape, staple or attach in any way to the walls, floors or ceiling.
4. Reimburse to the City of Westbrook any additional costs necessary to replace or repair any and all damage done to the building by the responsible parties of the rental agreement, guests and others present at the Community Center and/or Senior Center during the event.
5. Reimburse the costs for failure to comply with the cleanup policy.
6. Indemnify and hold harmless the City of Westbrook for any and all occurrences resulting from the use of the Community Center / Senior Center including but not limited to alcohol related incidents and fights, etc.
7. Abide to all Federal, State and Local laws regarding consumption, display, sale and use of alcoholic beverages.
  - A) No alcohol will be allowed on the street, sidewalk, patio or parking lot of the Community Center.
  - B) All alcohol that is being served on the premises will need to be purchased from the liquor provider of the Community Center.
  - C) The liquor provider reserves the right to refuse service to any person.
  - D) The on-site Security Personnel has the right to remove any person from the event for disorderly conduct.
8. A deposit shall be required for **ALL** usage of the Community Center and/or Senior Center.
9. The City of Westbrook reserves the right to retain a portion of the deposit should the renter use a portion of the building that has not been agreed to within the rental agreement. Renters of the Senior Center are limited to use of the Community Center for the sole reason of obtaining and returning additional tables and chairs from the storage areas. Renters of the Community Center have no rights for use of the Senior Center without prior agreement.
10. Waive objection to any irregularity with regards to this rental agreement.
11. Access will be allowed at 9:00 am one day prior to rental date for set-up for a wedding event. If more time is needed for set-up, please contact City Hall 507-274-5110 for additional rates.

**Renter are advised and urged to read and fully understand the listed alcohol and cleaning requirements prior to signing this rental agreement.**

I HAVE READ AND UNDERSTAND THE RENTERS POLICIES listed on the following pages of this RENTAL AGREEMENT, and agree to follow and abide by the City of Westbrook Community Center / Senior Center Policies.

We/I THE RENTERS hereby agree on this day \_\_\_\_\_, 20\_\_\_\_ to the said terms, if representing any organization or similar entity, further certify they are a duly authorized agent of said entity and authorized to sign on behalf of said entity.

\_\_\_\_\_  
(Printed Name of Renter)

\_\_\_\_\_  
(Signature of Renter)

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

\_\_\_\_\_  
(Signature of Center Representative)

Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

## Westbrook Community Center / Senior Center

### RENTERS POLICIES

#### Renter(s) Responsibilities for use of the Westbrook Community Center and/or Senior Center

**Reservations** will be made on the first-come basis. The deposit of the area to be rented will be required to hold the reservation date. The balance will be due at the time of shown on the agreement contract.

**Seating** is limited to Sixty (60) person occupancy in the Senior Center portion of the building. Any greater number of attendees will require rental of the Community Center. The Senior Center is not set up for 60 people on a daily basis so additional chairs from the Community Center storage rooms will be needed if more seating is desired.

**No smoking.** The Minnesota Clean Indoor Air Act (MCIAA) prohibits smoking in many indoor public places (Minn. Stat. §§ 144.411 to 144.417). This act applies to the Westbrook Community Center / Senior Center. Please help us by informing your guests that our buildings are **Smoke Free**. Certain areas outside of the building have been designated **Smoking Areas**.

**Cleaning/Damage Charges.** The deposit that has been made by the renter is to be recognized as a Damage Deposit. The deposit may be used to deduct the cost of any replacements, repairs and cleaning that may have been caused or created during the use of the Center. The deposit shall be returned if no damage is assessed and all cleaning has been completed as required. A portion of the deposit will be withheld for unauthorized use of areas of the building not previously agreed upon.

**Cancellations.** A full refund of the deposit shall be given if the event is canceled four weeks or more prior to the event; 50% of the deposit shall be returned if canceled three weeks prior and there shall be no reimbursement if less than three weeks.

**Cleaning and maintenance.** Listed below are the rules to be followed by the renting parties. (See attached sheet)

- Floors are to be left the manner in which they were found. Please make sure all items are picked up off of the floor.
- Restrooms are to be left in the condition they are found in. (Towels and toilet paper excluded)
- Check the area used thoroughly for any damages before you leave the building. Notify the Westbrook City Clerk of any damages that you may find, this may include table, chair or building damages.
- Contact the Westbrook City Clerk if there are questions regarding the renters' responsibilities.

**Alcohol.** The renter shall contact the City of Westbrook and/or the Westbrook VFW in regards to a provider for alcohol at an event in the Community Center. All City Ordinances and State Laws must be adhered to. No alcohol will be allowed outside of the **MAIN HALL** of the Community Center. There is to be no On-Sale alcohol available for the Senior Center events.

**A Security Officer** is to be required for all events in the Community Center that is having On-Sale liquor available. The Security Officer is made available by the Westbrook City Police. Payment of the Officer is the responsibility of the Renter at the time of receiving the Center keys.

**All Youth Activities** must be chaperoned.

**Items lost or broken.** Renter is responsible for items lost or broken that belong to the Center.

**Kitchen.** If using the kitchen adhere to the posted policies.

**Evening Events** must end by 1:00 a.m. the building is to be vacated by 1:30 a.m.

Listed below are seating items available to be used in the Community Center / Senior Center

12 – 6'	42 – 8'	400	Piano
Round Tables	Rectangular Tables	Stackable chairs	Available in Senior Center

**Please note that we have 400 chairs between the senior center and community center rooms.**

**When leaving the rented area,** be sure all lights are off, and windows and doors shut and locked.

### Responsibility Acceptance

I, THE UNDERSIGNED, have received a copy of the Westbrook Community Center / Senior Center Use Policy, have read the policy and hereby agree to follow and abide by the Westbrook Community Center / Senior Center Policy set forth herein.

It is further agreed that any action, manner or activity which requires police presence, the Westbrook Police Department reserves the right to close down the event.

Anything not covered by the above rules and guidelines will be decided when appropriate. All regulations and rates are subject to change. Please sign and return the original copy of the contract along with your deposit check. Keep a second copy for your files. Return all contracts to: **City of Westbrook, 556 First Avenue P.O. Box 367. Westbrook, MN 56183**

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(Signature of Renter)

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(Signature of Center Representative)

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(Date)

**FOR HELP OR ISSUES ON THE DAY OF EVENT CONTACT DIGGER 507-227-2799 (CELL) or KATIE STEEN 507-274-5213 (CELL)**

To activate the handicap openers – Only turn ON the light switch on the wall next to the openers. DO NOT touch any switches on the machine. Thank you!

Wifi Information - Username – KatieLoy Password – DanStan17
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### **Cleaning duties for renters**

All brooms, mops, pails and cleaning supplies are located in the Utility Room, when cleaning is complete make sure to return cleaning items to this area. **ONLY USE SOAP THAT IS IN THE BOX WITH PUMP. PLEASE READ LABELS CORRECTLY!!!**

### **Senior Center – YOU ARE ONLY RENTING THE SENIOR SIDE. YOU ARE NOT ALLOWED IN BIG SIDE.**

1. Floor **must** be swept and mopped
2. Tables are to be cleaned with chairs placed on them seat down.
3. Garbage **must** be taken out and garbage cans rinsed out if need be. Leaky bags can leave behind a mess.
4. Any chairs or tables brought from the Community Center side **must** be put back, there are **20** chairs to remain in the Senior Center
5. Hallway and entry way need to be swept and mopped.
6. Bathrooms need to be cleaned and garbage removed.
7. Turn off all hallway entrance and bathroom lighting.

### **Kitchen Use**

1. Floor **must** be swept and mopped.
2. Clean and put away all plates, cups, flat ware etc. If using the dish washer, items washed are to be put away upon completion.
3. Rinse and clean all sinks and counter tops.
4. Make sure the fan switch is turned on while using the stove
5. Please wipe up any spills in the refrigerator.
6. Please check the kitchen bathroom to make sure it is cleaned up and lights are off.

### **Community Center**

1. Tables and chairs need to be put away in the same manner and location in which they were found.
2. **TABLES NEED TO BE SCRUBBED AND PUT AWAY DRY! Please let sit until completely DRY!**
3. Garbage **must** be taken out and garbage cans are rinsed out if need be. Leaky bags can leave behind a mess.
4. Sweep floor and mop up spills
5. Hallway and entryway need to be swept and mopped.
6. Bathrooms need to be cleaned and garbage removed.
7. Turn off all hallway entrance and bathroom lighting.

### **Bar Area - It is VERY important that this area be completely scrubbed down due to sticky beverages/food.**

1. Garbage **must** be taken out
  2. Sweep floor
  3. Mop up the entire floor area including underneath the bar area
  4. Scrub down counter tops, walls and coolers. **All spills/food in the coolers lead to mold when unplugged.**
  5. Please take **EVERYTHING** with you when you are finished.
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- a) Light switches are located on the north wall of the main room within the gray breaker box; these breakers control the outside, florescent, can lights and ceiling fans.
  - b) The can lights have dimmer switches located directly to the right and around corner from the breaker box
  - c) The ceiling fans wall switches are located directly to the right and around the corner.
  - d) One set of main hall lighting is controlled by a light switch in the main hallway.
  - e) The city asks that should a spill occur on the chairs of either the community center or the senior center chairs, the chairs be set aside for cleaning, and the city clerk be notified.