

DASSEL COMMUNITY & HISTORY CENTER RENTAL APPLICATION

City of Dassel Resident

DAHS Member

History Center

Event Center

Conference Room

This application along with the deposit must be submitted in order to secure the reservation.

Please indicate if your deposit check is to be... returned _____ or destroyed _____ once checklist is completed.

Applicants who will be providing or selling Alcoholic Beverages must provide additional information on the Policy Regarding Alcoholic Beverages (page 2 & 3) and submit the application a minimum of 30 days before the event.

Name of Applicant (responsible for building) _____

Contact Person (if different than applicant) _____

Physical & Mailing Address (if different) _____

Contact Phone Number(s) _____

Email address _____

Purpose of Event (be specific) _____

Tax Exempt

Yes
No

501c3 Certificate

Yes
No

Kitchen Use

Yes
No

Day & Date(s) of Use _____

Hours of Use _____

Estimate number in attendance _____

Number of Tables & Chairs Needed:

Rectangle Tables

Round Tables

Chairs

Audio / Visual Equipment Needed _____

Contact Information for Food Caterer _____

Copy of License Required

Applicant's Signature

Date Signed

POLICY REGARDING ALCOHOLIC BEVERAGES and INSURANCE.

For the purpose of this Policy, the term “Alcoholic Beverages” includes liquor, wine, beer, malt liquor, or any other beverage containing greater than 0.5% alc/vol.

Will Alcoholic Beverages be sold, provided, or consumed at this event?

Yes
No

If the answer to this question is YES, then applicant must read and comply with the terms and conditions set forth in this Policy.

Selling, Providing, and Consuming Alcoholic Beverages. Pursuant to the Dassel City Code, and subject to certain exceptions noted hereafter, the selling or providing of Alcoholic Beverages by unlicensed individuals or groups is prohibited in the Event Center or Museum buildings, or on the premises thereof.

Exception # 1. Alcoholic Beverages may be sold or provided in the Event Center by a licensed liquor caterer if all licenses, liability insurance, and other considerations are provided by the caterer in accordance with Dassel City Code and Minnesota state statutes. These documents must be on file with the Dassel City Clerk’s Office at least 30 days before the event.

Exception # 2. Alcoholic Beverages may be provided (**but not sold**) by other than a licensed liquor caterer if a homeowner’s certificate of insurance or other comparable insurance with a minimum amount of \$300,000.00 liability coverage for the service or providing of Alcoholic Beverages at the scheduled event is filed with the City. **The City of Dassel and the Dassel Area Historical Society must be listed as additional insureds.** These documents must be on file with the Dassel City clerk’s office at least 30 days before the event.

Consumption of Individually Provided Alcoholic Beverages. Arrangements by which attendees bring or are invited to bring their own Alcoholic Beverages for consumption, commonly referred to as “BYOB” (Bring Your Own Bottle), are strictly prohibited in the Event Center, the Ergot Museum, and on the premises thereof.

Security. The City of Dassel reserves the right to require the use of security, at the expense of the applicant, at any event where Alcoholic Beverages are sold or provided, or at any event where the City Clerk feels it is appropriate. Events within the Ergot Museum building will require on site supervision during use hours, at the applicant’s expense.

Failure to comply with this Policy or with the guidelines or rules established by the City Council regulating the use of public facilities could be cause for immediate ejection from the facility and/or the forfeiture of future use privileges.

Applicant Shall Complete the Following:

The sale or providing of Alcoholic Beverages at this event will be in accordance with which of the two Exceptions listed above?

Exception 1

Exception 2

If Exception # 1 is applicable to this event, provide the contact information for the

Alcoholic Beverage caterer: _____

Copy of License Required

If Exception # 2 is applicable to this event, provide the contact information for the

individual who will be providing the Alcoholic Beverages: _____

Copy of Homeowner's Certificate of Insurance or Comparable Insurance Required

Applicant verifies that he/she has read and fully understands the Policy Regarding Alcoholic Beverages and Insurance set forth above, and agrees to comply with the terms and conditions thereof.

Applicant's Signature

Date

DASSEL EVENT CENTER KITCHEN USE POLICY AND WAIVER

1. Public food service from of the Event Center kitchen must be **catered only**. No food preparation is allowed.
2. When using the services of a licensed caterer, a copy of the caterer's license shall be provided.
3. The bringing in of food is allowed as long as there is no preparation of food within the kitchen area. The City of Dassel and the Dassel Area Historical Society are not responsible for any issues of health related to this type of service. On behalf of myself as Applicant and the organization I represent, I/we do hereby waive any claim against the City of Dassel and the Dassel Area Historical Society for any issues involving health or safety by undertaking food service within the facility during the event and agree to be financially responsible for any fines or penalties that may be imposed upon the City of Dassel and the Dassel Area Historical Society resulting from any violation of this Kitchen Use Policy. Upon signing this agreement, the applicant does hereby waive any claim against the City of Dassel and the Dassel Area Historical Society for any issues involving health or safety issues by undertaking food service within the facility during the event.
4. The City of Dassel and the Dassel Area Historical Society will not be liable for any health related problems due to food served in this facility.

I have read and understand the terms of the DASSEL EVENT CENTER KITCHEN USE POLICY AND WAIVER.

Applicant's Signature

Date

HOLD HARMLESS AGREEMENT

I understand that my use of the Dassel Event Center is voluntary and that **I am using it for my benefit only**. **I agree** that my use of the Event Center facility is undertaken at my own risk and that the City of Dassel and/or the Dassel Area Historical Society will NOT be liable for any claims, injuries (“injuries” when used in this Agreement includes personal injury and death), or any property damages or other damages of whatever nature incurred by me, by members of my organization, or by or to any third party, due to the negligence or wrongful conduct of me, of members of my organization, or of third parties, and relating to or arising out of my use of the Dassel Event Center. On behalf of myself and the organization that I represent, **I expressly forever release and discharge the City of Dassel, its agents or employees, and the Dassel Area Historical Society from any such claims, injuries, or damages**. **I also agree to defend, indemnify and hold harmless the City of Dassel and the Dassel Area Historical Society from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Dassel Event Center**. **I further agree** to reimburse the City of Dassel for any damage, breakage, maintenance, and theft of equipment or property beyond the security deposit figure if so warranted.

I have read and understand the terms of the HOLD HARMLESS AGREEMENT.

Applicant's Signature _____

Date _____

CLEAN UP & CLOSURE CHECKLIST

The Event Center is to be left the way you found it.

Any individual, group or organization shall utilize City provided cleaning supplies and be responsible for cleanup and closure activities including:

- ____ 1. Clean kitchen area thoroughly. Hot water, soap and cloths are provided under the sink.
 - ____ a. Clean sinks and counter tops.
 - ____ b. Remove all personal items, including leftovers.
 - ____ c. Clean and store all City provided utensils and appliances.
 - ____ d. Turn off oven and stove.
- ____ 2. Sweep all areas used; mop areas where spills have occurred. Mop, pail, broom, dustpan and dry mop are located in the small closet outside the kitchen door to the south.
- ____ 3. Put tables and chairs back where you found them.
- ____ 4. Clean all tables that have been used with products located under the sink.
- ____ 5. Remove all decorations.
- ____ 6. Empty all trash receptacles and dispose of all garbage in the containers inside and/or outside the north door of the building. Extra garbage bags are under the sink.
- ____ 7. Check bathrooms for cleanliness.
- ____ 8. Leave thermostats as they are. **Do not attempt to adjust.**
- ____ 9. Turn off any audio video equipment used. **(MEDIA CENTER CHECKLIST)**
- ____ 10. Turn off all lights.
- ____ 11. Lock all doors and insure all windows are closed.
- ____ 12. Return keys to the History Center Office during normal business hours, or keys may be placed in the City's utility bill payment drop off. It is the responsibility of the applicant that the keys are properly returned.
- ____ 13. Report any damage of facilities or loss of equipment within 24 hours of activity.