

CITY OF BROWNSVILLE

COMMUNITY CENTER RENT AGREEMENT

The City Council of the City of Brownsville requires that persons renting the Brownsville Community Center Hall and Meeting Rooms comply with the following rules and requirements:

1. Persons renting the hall/meeting rooms will present a deposit fee with the City Clerk to secure the date and time desired. The balance of the rental fee will be due on or before the date of use.
2. When renting the hall or meeting room, it is the renter's responsibility to remove all possessions, papers, decorations, and garbage from the rented spaces before leaving the area. Individuals renting the hall for full day events will be charged an additional \$100.00 cleaning deposit fee. The cleaning deposit will be returned to the renter if it is determined that the renting party met their responsibility to remove their items, repair damages, etc.
3. It is the renter's responsibility to make arrangements with city personnel for the building to be opened and the number of tables and chairs to be set up.
4. Persons renting the hall/meeting room will be responsible for damage to City property due to negligence on the part of the renting party and their guests.
5. The renter is responsible for restricting the consumption of alcoholic beverages to those persons under the age of twenty-one (21).
6. Renters planning to serve alcoholic beverages must furnish a copy of their Homeowner's Liability Insurance coverage to the City Clerk with the deposit fee.
7. No helium balloons permitted in the building.
8. Persons renting the hall area will be allowed access to the hall for decorating purposes the day before the event date. Arrangements for access to the center must be made twenty-four (24) hours in advance.

I have read and agree to the above conditions, and I agree to deposit _____, with the City Clerk for the rent of the _____ in the Brownsville Community Center. I will pay the balance due _____ on or before _____.

Signed _____

Date _____

City of Brownsville

Box 138

Brownsville, MN 55919