

# Shorewood Community & Event Center

5735 Country Club Road, Shorewood, MN 55331

Phone: (952) 474-7635

Website: www.ShorewoodCEC.com

## MEETING & EVENT FACILITY RENTAL AGREEMENT

Name of Applicant Renter (PLEASE PRINT): \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Base Rent: \$ \_\_\_\_\_  
Custodial/Setup/Tear-Down  
Chrg: \$ \_\_\_\_\_  
Addl Chrg: \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_  
Balance: \$ \_\_\_\_\_  
(due no later than 15 days prior to event)

Damage Deposit \$ \_\_\_\_\_  
(\$300/500 dependent upon activity)

Type of Event: \_\_\_\_\_

Activity Room                       Banquet Room  
 Conference Room                   Kitchen

- Date requested (month, date, year): \_\_\_\_\_
- Start time (this includes set-up time): \_\_\_\_\_ (a.m./p.m.) End time (this includes tear-down time): \_\_\_\_\_ (a.m./p.m.)
- Number of people expected (not to exceed 200): \_\_\_\_\_
- Does this event include any exchange of money (i.e., charge admission, collect money, sell merchandise or services, etc.)? No  Yes (please describe) \_\_\_\_\_
- Will alcoholic beverages be served? No  Yes
- Providing any entertainment? No  Yes  If yes, explain \_\_\_\_\_

\* If serving alcoholic beverages, the renter MUST provide a Certificate of Liability Insurance, with the City of Shorewood listed as an additional insured, showing proof of \$300,000 or greater in liability insurance coverage. The League of Minnesota Cities offers TULIP (Tenant User Liability Insurance Program) providing up to \$1 million of coverage for special events. Visit [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip) for more info. City of Shorewood City Facility Code is 0501-B4A Coverage for most events costs between \$75 and \$150.

**THIS AGREEMENT** is between the Shorewood Community & Event Center (hereinafter referred to as the "Center") and \_\_\_\_\_ (hereinafter referred to as "Renter").

### LIABILITY

By signing this Rental Agreement, the Renter agrees to assume the responsibility and legal liability for the above described event, and to abide by all Terms and Conditions, Rules and Regulations (Exhibit A) upon acceptance of this Agreement. Additionally, the Renter agrees to indemnify, defend and hold harmless the Center and the City of Shorewood against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees, arising from the use of the premises by the Renter, including any losses caused by NEGLIGENCE OR STRICT LIABILITY of the Center or Renter or from the breach or default on the part of the Renter in the performance of any covenant or agreement on the part of Renter to be performed pursuant to the terms of this Agreement; or from an negligent act of Renter, its agents, contractors, servants, employees, guests through use or contact with premises. In case of any action or proceeding against the Center by reason of such claim, Renter covenants to defend such action or proceeding with counsel reasonably satisfactory to the Center.. Failure to comply with any or all of the above stated rules will result in the withholding of the security deposit. The Renter has also reviewed, completed and signed the attached Damage Deposit form and Rules & Regulations Policy.

### AGREED TO BY:

Renter: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

### APPROVED BY:

Rental Coordinator: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

## TERMS & CONDITIONS:

### RENTAL

**Residents** of Shorewood cannot apply for, rent or reserve the facility for a non-resident. Non-residents must apply directly.

This Agreement is not transferable.

**Use:** The premises may be used only for hosting events.

**Condition:** Renter shall - at all times - keep the premises, fixtures, and any rental equipment therein, contained in good order, condition, and in a clean, sanitary and safe condition. Renter shall not permit any waste, damage or injury to the premises. Renter shall notify the Center's Director upon the failure of equipment or any damages.

**Make check(s) payable to:** Shorewood Community & Event Center, 5735 Country Club Road, Shorewood, MN 55331

**Permits,** if applicable, will only be issued in the name of the Renter who will be the responsible party for all communication, floor plan(s), insurance, and the day of the rental.

### DAMAGE DEPOSIT & BREACH OF CONTRACT

A Damage/Breach of Contract deposits due at signing of Agreement. Damage deposit is paid by check or charge, deposit (less charges) will be returned within thirty (30) business days following the event.

**Additional fees and/or damage deposits may be required for unique set-up or decorations.**

Renter is liable for any damage done to premises. If repairs or replacement costs exceed the damage deposit, Renter will be responsible for the excess amount, and charges will be made. Additional causes that would result in withholding return of damage deposit include, but are not limited to: Items that are broken, lost or stolen; cleaning costs exceeding the allowable amount; fire alarm system is activated unnecessarily; and/or other extraordinary events or circumstances.

A Breach of Contract occurs if hours are exceeded: The damage/breach of contract fee will be charged if the Renter takes possession prior to designated time and/or if the building and property are not vacated by 12:00 midnight or scheduled time. The Renter, guests, and all their service providers (i.e., caterer, DJ, etc.) must be out by 12:00 midnight. For your protection, your guests should be notified of these hours.

- 1. Please sign both copies of the Meeting & Event Facility Rental Agreement*
- 2. Make check payable to: Shorewood Community & Event Center*
- 3. Mail one signed form and check to:*

*Shorewood Community & Event Center  
Attn: Rental Director  
5735 Country Club Road  
Shorewood, MN 55331*