

City of Barrett

Pavilion Rental Rules and Agreement

- I. **Fees:** See attached fee schedule.
- II. **Payment:** The deposit fee is due at booking to secure your date and will act as your damage deposit. After the rental, a representative of the City will inspect the Pavilion to determine if any damages were done and that the exit checklist was done. The rental fee is due when picking up the key code for your event. In the event of cancellation less than 30 days prior to your event, the City will retain the deposit fee unless the Pavilion is re-rented for the same date. The deposit will be refunded after the event has concluded provided that no damage is found and the exit checklist has been completed.
- III. **Access & Hours:** Key code will be provided to the renter prior to your event. You may access the building at 8:00 a.m. the day of rental, unless other arrangements with the City have been made. Music and serving must end no later than 1:00 a.m. and the building needs to be vacated and the exit checklist completed.
- IV. **Insurance:** Proof of liability insurance will be required for any event where alcohol is being consumed and a licensed vendor is not used. Most homeowners' insurance policies will provide this type of coverage; however, the City requires written verification of coverage. The City of Barrett needs to be listed as an additional insured on the policy covering the event. This insurance certificate must be given to the City prior to getting access to the Pavilion.
- V. **Alcohol Service:** It is the responsibility of the renter to obtain their own liquor service provider. If alcohol is being sold this server must be a licensed vendor. If alcohol is being consumed at the event but not sold, the renter hereby agrees to monitor the distribution and consumption of such a way that no minor is served or allowed to consume an intoxicating beverage, and liability insurance must be provided as stated in III.
- VI. **Access & Hours:** Key code will be provided to the renter prior to your event. You may access the building at 8:00 a.m. the day of rental, unless other arrangements with the City have been made. Music and serving must end no later than 1:00 a.m. and the building needs to be vacated and the exit checklist completed in prompt order.
- VII. **Additional Conditions:**
 1. No decoration may be tacked, stapled, taped or in any adhered to the walls, woodwork, ceiling, windows, or gazebo except with a removable wall adhesive. Per state fire code-all candles used must be completely enclosed in a glass

container. Please do not use confetti for decorating. All decorations must be completely removed after the event.

2. Beverages should not be taken on the dance floor while dancing.
3. The Pavilion should not be left open and unattended.
4. Liability & Damages: The renter assumes all responsibility and liability for any harm and damage to person or property that results during the rental time. The renter further agrees to hold the City of Barrett harmless and agrees to indemnify the City for all damages, injuries or the claim of. If the City is named as a defendant as a result of such an incident, the renter further agrees to pay the cost of any attorney's fees, filing fees, or other cost and disbursements necessarily incurred by the City in defense of the matter which are not covered by insurance. The renter will further reimburse the City for costs incurred by a damage, breakage, needed maintenance, or theft beyond the amount of the damage deposit that occurred at the time of the rental.
5. Per State Law the Pavilion is non-smoking.
6. It is the responsibility of the renter to have a cell phone on the premises at all times for emergency purposes, as there is no phone service at the Pavilion.
7. All garbage must be picked up from the Pavilion grounds.
8. Outside cigarette containers must be emptied.

Signed: _____ Date: _____

City
Representative _____ Date: _____

PLEASE SIGN AND RETURN, ALONG WITH YOUR DEPOSIT FEE. THANK YOU!

Thank you for utilizing the Barrett Lakeside Pavilion for your event. We appreciate your business. If you should have any questions, please feel free to contact Marita Rhude, Clerk/Treasurer at 320-528-2440 or email barrett@runestone.net.