

City of Carlton  
PO Box 336  
Carlton, MN. 55718  
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## Thomson Hall (33 Dalles Avenue) Rental Policy and Contract

Renter: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Rental Times: \_\_\_\_\_ to \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Damage Deposit: \$ \_\_\_\_\_

### **Purpose**

The goal of the City of Carlton is to have the Community Room available to City residents to enjoy. In order to promote orderly and harmonious use of the facility we ask that renters adhere to the rules and regulations.

### **Availability**

Sunday -Thursday 8:00 am- 10:00 pm  
Friday - Saturday 8:00 am -12:00 a.m.

### **Seating Capacity**

70 persons

### ***Residents and/or non-profits***

#### **Rental Rate**

\$50 Damage deposit plus rental fee **\$10.00 per hour**

### ***Non-residents and/or for profit***

#### **Rental Rate**

\$100 Damage deposit plus rental fee **\$20.00 per hour**

### **Lost Key Fee**

\$50.00

### **Application Process**

The City of Carlton reserves the right to limit the incidence of use by a single group should the demand for the facility exceed the available supply.

The City also reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. While the City of Carlton will try to accommodate your rental request, the City reserves the right to refuse rental to any person or group.

Reservations may be made by telephone or in person at Carlton City Office.

Resident rates apply to only a taxpayer of record and cannot be rented on behalf of another person. This application may not be assigned or transferred and the facility may not be sublet by applicant.

The facility is rented on a first come first serve basis. A reservation is held for ten (10) days at which time, the application form and deposit are due. Failure to provide said deposit and application will result in a loss of reservation.

Applicant must contact the City Office by 12:00 noon on Friday if the use is on a Saturday or Sunday to get a key to the building.

**All rental fees and damage deposits must be paid in full prior to the event. Payment can be mailed to City of Carlton, PO Box 336, Carlton MN 55718 or delivered in person.**

The damage deposit will be cashed by the City and a reimbursement check will be issued once satisfactory inspection of the premises has been made. The City of Carlton retains the right to file a claim beyond the damage deposit in order to recover or replace items that were damaged.

**Dances/Alcoholic Beverages**

A uniformed security person must be on duty for all dances or whenever alcoholic beverages are being served. IDs will be checked for any one appearing to be younger than thirty years of age. Alcoholic beverages may be brought in and served, but there **cannot be a cash bar** set up where the alcohol is sold. **The renter will hire the dance security person** and he/she is to be the last one to leave the building.

**Rules and Regulations**

Set-up prior to an events scheduled start time must be arranged with city officials. One hour set up prior to event and one hour clean up after the event will be allowed at no extra charge.

The Community Center and property is a smoke-free facility. Driving on the sidewalks or lawn of the Community Center is strictly prohibited.

There are to be TABLE DECORATIONS ONLY. Do not attach decorations to the ceiling. NO taping stapling or gluing to walls. No confetti, glitter, rice, birdseed etc., glue or paint is allowed to be used inside or outside of the facility. Candles may be used if they are in self-contained containers, such as votive cups. No tall tapered candles may be used.

You have the use of the Community Center kitchenette, broom, vacuum, mop and bucket. All decorations, garbage, food, etc. must be bagged and removed.

Tables and chairs configuration set up and take down is renter's responsibility. All must be wiped clean and returned to their original positions. No items are allowed to be set-up, removed, or used outside of the building. Floors must be swept or vacuumed and mopped (if needed). All lights (including bathroom lights) must be shut off and the building grounds must be checked for garbage. Make sure kitchenette counters are wiped clean and microwave wiped out. Also, any items placed in refrigerator must be removed.

Renters are responsible for the conduct of their invited guests. Any damage to the facility or grounds during the function will be the responsibility of the renter.

The user of the facility agrees to inform all persons attending the event of the terms and conditions concerning use of the facility.

**Hold Harmless Agreement**

Lessee/ Renter shall indemnify and hold harmless the City of Carlton from and against any and all liabilities, damages, claims, suits, costs, and actions of any kind arising or alleged to arise by reason of injury to or death of any person or damage to or loss of property occurring on, in, or about the rented space or the Community Center or by reason of any other claims whatsoever of any person or party occasioned or alleged to be occasioned in whole or in part by any act or omission on the part of Lessee/Renter, or any invitee, licensee, employee, contractor, or subcontractor or Lessee / Renter or by any breach, violation, or nonperformance of any covenant of Lessee/ Renter under this Rental Contract, unless such liability , claims, suits, costs, injuries, deaths or damages are due to the sole negligence or misconduct of the City of Carlton.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use ONLY:

Date Application Received \_\_\_\_\_ Rental Amount Rec'd \_\_\_\_\_ Deposit Amount Rec'd \_\_\_\_\_

Date Deposit Refunded \_\_\_\_\_ Check # \_\_\_\_\_