



City of Spicer

DETHLEFS COMMUNITY CENTER RENTAL AGREEMENT

OFFICE USE ONLY
DATE RENT REC'D:
DATE DEPOSIT REC'D:

RENTER NAME: PHONE:

ADDRESS:

DATE OF RENTAL: NUMBER OF PEOPLE: TYPE OF EVENT:

EVENT START TIME: EVENT END TIME:

TIME YOU WOULD LIKE TO ACCESS BUILDING (SET UP & PREPARE FOR YOUR EVENT):

\*If paying for rental online you will need to receive a confirmation of rental from City Hall. No rental is guaranteed without a confirmation. You will receive that confirmation on the next business day after your paid rental is submitted.

The Dethlefs Community Center is a public place and SMOKING IS NOT ALLOWED INSIDE THE BUILDING.

Any use of liquor, intoxicating or non-intoxicating SHALL NOT BE PERMITTED.

LIMITED USE RENTAL: Only the Serving Area and kitchen sinks of the Dethlefs Kitchen are available for use when not paying for the Use of Full Kitchen rental. The main room has a kitchenette which includes stove, refrigerator, microwave, sink and coffee pots that are available for use under the Limited Use Rental.

Chairs, tables or other equipment will not be borrowed or removed from the building at any time.

Party renting the dining hall is responsible for leaving the areas as they found them. Tables and chairs shall be wiped down as necessary and returned to their original set-up. Trash needs to be picked up and garbage containers emptied. Visible spots on the floor need to be vacuumed and/or swept up. No furniture shall be removed from the dining center. Piano, organ and pool table must remain in place.

DAMAGE DEPOSIT REQUIREMENT: \$200.00 damage deposit is REQUIRED. If paying by check please and will be returned within 5 working days if building is found acceptable after event.

FEE SCHEDULE: CIRCLE ONE

FULL USE KITCHEN: (COMMERCIAL/PRIVATE CITIZENS) FEE: \$150

LIMITED USE KITCHEN: (COMMERCIAL/PRIVATE CITIZENS) FEE: \$100

LIMITED USE KITCHEN: (EXEMPT SERVICE ORGANIZATIONS): FEE: \$50 (VETERAN ORGANIZATIONS, BOY & GIRLS SCOUTS, NL-S SCHOOLS)

Signature

Date

Please return completed form to: Spicer City Office, PO Box 656, 217 Hillcrest Ave, Spicer MN, 56288 Email laasen@cityofspicer.org