

**Hall Rental Rules and Regulations**  
City of New Germany, Minnesota  
Hall Rules and Regulation

The City of New Germany (“CNG”) of New Germany, Minnesota has adopted the following Hall Rental Rules and Regulations concerning the rental of the City’s Hall to a member of the public or a group (the “User”) for an “Event.” These Rules and Regulations will be incorporated by reference into any contract between the CNG and a User.

1. **Reserving the Hall.** To reserve the Hall, the User must submit a Hall Rental Application (the “Application”) to the City Clerk at least 14 days prior to the Event. Applications will not be accepted more than one year in advance of the Event. Applications will be accepted during the City’s regular business hours.
2. **Hall Rental Agreement.** After the CNG has approved an Application, the User must enter into a written Hall Rental Agreement (the “Agreement”) with the CNG.
3. **Security/Damage Deposit.** A security deposit of \$100 must accompany the Application to reserve the date. The deposit will be returned if the Application is denied or if the Event is cancelled for any reason by the CNG or the User. A damage deposit of \$500 must accompany the Hall Rental Agreement. If there is no damage to the Hall or its contents the damage deposit will be returned fifteen (15) days after the Event. The CNG may withhold a portion or all of the deposit if the User does not adequately clean the Hall following the Event. The amount of the deposit does not limit the liability of the User for any damage or loss caused by the User or the User’s guests and invitees.
4. **Rental Fee.** The CNG charges the following rental fees for use of the Hall:
  - Full Rental \$725.00
  - Per single level \$525.00
  - Additional preset up or Hall rental days at \$100 per day

The rental hours include the time necessary for set up and clean up. If the Hall is available, the CNG, in its sole discretion, may allow the User to set up the day before the Event.

The rent is due at least 14 days prior to the Event, or on the date of the Agreement if less than 14 days remain prior the Event. If the User remains in the Hall past the ending time stated in the Agreement, the additional rent must be paid immediately after the Event.

5. **Priority of Use.** The CNG shall have first priority for all governmental activities. The priority for all other uses shall be determined on a first-come, first-served basis.
6. **Kitchen/Food.** Users may provide their own food and beverage or utilize a professional caterer. If the kitchen is used, all dishes, pots, pans, glassware, silverware and other utensils must be washed, dried and returned to their original location, including washing of any towels or dish clothes used. No grills or other open cooking method is allowed inside the hall.

7. **Cancellation/Refund Policy.** For cancellation requests received by the CNG at least 14 days prior to the Event date, no rental fee shall be due. For cancellation requests received less than 14 days prior to the Event date, one-half of the rental fee shall be due. All cancellations must be submitted to the CNG or City Clerk in writing. The CNG reserves the right to cancel the Event. If the CNG cancels the event, the User shall be entitled to a full refund of any rent paid. Any refund of the rental fee shall be paid to the User within fifteen (days) of the cancellation dates.
8. **Maximum Capacity.** The maximum capacity of the Hall is 375 per level or 750 both levels persons. Under no circumstance shall the number of persons at an Event exceed the maximum capacity.
9. **Alterations.** The User shall not make any alterations to the Hall without the written consent of the CNG. Alterations include any items that shall be hung, glued, pinned or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Hall; taping is allowed. No burning of candles is allowed, battery operated candles are approved.
10. **Building Access.** The Hall will be available for access at the time reserved. The User shall ensure that everyone is out of the building before leaving and is responsible for locking the Hall following the Event.
11. **Access by City.** The User shall permit the CNG officials, employees or agents to have access and to enter the Hall at any time during the Event.
12. **Designated Area.** Only the area designated in the Hall Rental Application may be used. All offices or other private areas are off limits and if used User will be charged additional fees for this use.
13. **Clean Up.** The User is responsible for leaving the Hall in as good or better condition than found. All tables and chairs must be returned to their original position. All floors must be swept. The User must empty all garbage into the dumpster behind the Hall.
14. **Entertainment.** All entertainment must be pre-approved by the CNG.
15. **Security.** All Events shall be operated and supervised to the satisfaction of the CNG. The CNG may require, as a condition of approval of the Application, that one or more security guards are present at the Event.
16. **Minors.** If persons under age 18 will be present at the Event, there must be at least one adult present for every 10 minors. Minors are not allowed to consume any alcoholic beverages.
17. **Admission Fee.** The User may not charge an admission fee, sell tickets or solicit donations at the Hall without the express written permission of the CNG.

18. **Smoking**. Smoking in the Hall is prohibited at all times. If smoking outside at your event occurs, you shall sweep and clean that outside area, provide a container for cigarettes.
19. **Law/Ordinances**. The User must comply with the laws of the State of Minnesota and City ordinances. The CNG has the right to terminate use of the Hall during any Event if the User violates any State laws or City ordinances. All fees shall be forfeited when an Event is terminated for this reason.
20. **Alcohol Policy**. The possession, use or sale of alcoholic beverages is permitted in the Hall only under the following conditions:
  - Alcohol use is limited to beer, wine and champagne. Kegs are allowed. Alcohol has to be free and may not be sold without a liquor license at any rental function.
  - A liquor license must be obtained prior to the Event if selling any alcohol.
  - The User must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.
  - The serving of alcohol must end at least one (1) hour prior to the end of the Event.
21. **Insurance Requirements**. The CNG, in its discretion, requires the User to obtain liability insurance for any rental that is serving alcohol. If liability insurance is required, the following requirements apply:
  - \$1,000,000 minimum
  - Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims.
  - The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the CNG.
  - The CNG must be named as an “Additional Insured” on the policy.
  - At least seven (7) days prior to the Event, the User must give to the City Clerk a certificate of insurance showing the required coverage.
22. **Restricting Use**. The CNG shall have the authority, subject to appeal of the CNG members, to prohibit or limit use of the Hall by a particular User based upon knowledge that the User has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Hall.
23. **No Discrimination**. The CNG does not deny access to the Hall on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Hall does not imply endorsement of a group’s views by the CNG.
24. **Accidents/Damage**. Any accidents or damage to the Hall must be reported to the CNG following the Event.
25. **Personal Property**. The CNG will not be responsible for any personal property belonging to the user or the user’s guests or invitees.

26. **Hall Access.** There is a lock box on the front door of the Hall with the Hall key in. You must call 952-353-2488 prior to your event for the code. City hours are Monday – Thursday 8:30 AM – 4:30 PM, **CLOSED ON FRIDAY'S.**

**EMERGENCY NUMBERS**

Sheriff – 911  
Fire Chief – 612-209-5641+  
Shirley Jaeger – 952-353-2208  
Ty Turnquist – 612-310-4215  
Thomas Mielke – 952-353-2526  
Kevin Grove – 952-484-1540

*I hereby certify that I am an agent/self of the above-named organization/individual and been/am authorized to accept in their name the responsibility for observance of the rules and regulations of the City of New Germany as a condition of the issuance of this permit. I agree to release the City of New Germany, their employees and leaders of all liability related to accidents or injuries which myself, members of my family or any participant might incur while participating in the above-mentioned event. I understand that the permit for use of the City facilities may be cancelled if any of the rules are violated and future use may be denied.*

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Estimated Guests: \_\_\_\_\_

User's Signature: \_\_\_\_\_

City Representative: \_\_\_\_\_

Date Contract Rec'd \_\_\_\_\_ Deposit Amt preset# \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_

City of New Germany  
NEW GERMANY HALL CLEANING CHECK LIST

Sweep all floors, including bathrooms.

Remove all garbage, including bathrooms, new garbage liners in receptacles (Dumpster is located at the rear of the hall, red and black recycle bins are as labeled).

All tables and chairs put back in the proper storage area (basement of hall)

Wash all equipment used, cookware, dishes, utensils, coffee, bowls, etc., return All used items to their proper storage place.

Clean smoking area (outside front of building) if used, sweep up cigarette butts and any debris.

Make sure all lights are turned off, (including elevator light), return key to lock box and make sure all doors are secured when locking up building.

If something has been damaged you must report item. You may write it on this sheet and place in the drop box located on the outside of the Hall.

Brooms, mops, garbage liners are in the mechanical room (by ice machine) located in the basement of the hall.

COMMENTS:

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