



Hamel Community Center Rental Agreement

Lessee Contact Information:

Name: _____
 Street Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Email: _____

Event Type: (please check only one)

Wedding Reception Class Reunion
 Birthday Party Holiday Party
 Family Reunion Ceremony
 Anniversary Party Training/Meeting Event
 Wedding/Baby Shower Fundraiser
 Antique/Craft Show Product Demonstration
 Other (Please specify) _____

Event Date: _____

Fee Detail:

<input type="checkbox"/> Large Room (325 person capacity)	Date (mm/dd/yy)	Check #
\$100 deposit received	_____	_____
\$350 balance received:	_____	_____
<input type="checkbox"/> Small Room (70 person capacity)		
\$10 deposit received	_____	_____
\$40 balance received:	_____	_____

Village Bartenders requested? Yes ___ No ___

Proof of Insurance

Insurance Company Name: _____
 Insurance Company Phone _____
 Insurance Policy #: _____
 Insurance Policy Expiration Date: _____
 Alcoholic Beverage Coverage Confirmed: ___ Yes ___ No

(over)

Rules and Restrictions

1. Rental pertains to the Hamel Community Center (the Center) and adjoining parking areas only, and does not include the use of the park, playground, tennis courts.
2. The Center has a No Smoking Policy. Lessee will not permit smoking inside the Center. No cooking is permitted in the Center. All food preparation must take place off-premises. Use of kitchen appliances is limited to warming food items. Lessee will obtain all permits, licenses, etc., necessary and/or required for the rental activity.
3. If any alcoholic beverages are to be served during the rental, Lessee shall comply with all applicable laws relating to the serving of alcoholic beverages, and shall provide proof of insurance coverage for the serving of alcoholic beverages. It is unlawful to sell or offer for sale at retail in the Village, any alcoholic liquor without having a retail liquor license. Alcohol can be consumed only inside the Center. Alcohol may not be served after 12:00 a.m. the day of the event. The Village will provide two bartenders for the event, (for large room). Lessee agrees to compensate said bartenders immediately at the conclusion of the event, at a rate of \$10/per hour per bartender. The bartenders may, in addition to compensation, receive gratuity by event patrons.
4. Rental time begins as mutually agreed between the lessee and the Village Clerk, but in no event will access to the Center occur prior to 10:00 a.m. on the day of the event. All amplified music or sound must cease by 12:00 a.m., and all persons must vacate the Center no later than 1:00 a.m.
5. You can pick up the key, for the Center, the Friday before your event. (7:30 a.m. – 2:30 p.m.) The key for the Center is to be returned within two hours after the event. It may be placed in the secure drop box (Water Bill Collection Box) at the south east corner of the Village Hall.
6. This Agreement and the privileges granted herein, or any part thereof, cannot be assigned or otherwise conveyed by Lessee without the written consent of the Village Board of Trustees.
7. The Village reserves the right to enter the Center and inspect the facilities and activities at any time. This right is reserved for Village officials or representatives thereof.
8. The use of nails, tacks, tape, staples, screws, glitter, glue or confetti, is prohibited. Painter’s removable tape and “Stik-tak” type product are allowed.
9. Lessee agrees to perform the following clean-up, immediately after the event: Remove all decorations and personal effects; Put all garbage in bags and place them in the dumpster; Wipe up any spills; Secure the Center, turning off all lights and locking all doors. The Village of Hamel is not responsible for items lost or remaining after the event concludes.
10. Lessee agrees to reimburse the Village for any damage caused by the Lessee or lessee’s guests, to Center facilities, equipment, or personal property during the rental period. Lessee agrees to pay the Village’s attorney fees incurred in the enforcement of this Agreement.
11. This signed Agreement, plus \$10.00 or \$100.00, must be received in the Village Clerk’s Office to hold the date. The rental fee is refundable only if cancelled within ten (10) days of the scheduled event.
12. Lessee agrees to indemnify and hold harmless the Village of Hamel, its officers, employees and agents, from any and all losses, claims, damages, liabilities, expenses, attorney fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Center facilities by me, the Lessee and/or Lessee’s guests.

Lessee

Date

Village Official

Date