

# City of Wykoff

106 Gold St. N

Wykoff, Mn 55990

## Community Center Rental Agreement

Today's Date \_\_\_\_\_

Name of Renter: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ **the last four digits of your phone number will be your code to unlock and lock the main door keypad lock system**

Date of Rental \_\_\_\_\_ Time: \_\_\_\_\_

South Side \$275 (Res. \$200) \_\_\_\_\_

North Side \$225 (Res.\$140) \_\_\_\_\_

Whole Hall \$425 (Res. \$320) \_\_\_\_\_

Dance \$100.00 \_\_\_\_\_ Charitable Events/ School Events \$35.00 \_\_\_\_\_ Hourly Rate \$40 X \_\_\_\_\_ hrs. = \_\_\_\_\_

**The following must be completed before you leave, as the hall may be rented for the next day. We are not responsible for anything left in the hall.**

- ✓ Please clear all your tables and the counters
- ✓ Please do all of the dishes/coffee pots and put them back in the proper place.
- ✓ Please remove all decorations
- ✓ All debris must be picked up. Garbage can be thrown into bins outside main entrance or across the street in the dumpster
- ✓ All tables and chairs that were not out when you arrived must be put back where they were gotten from.

If alcohol is going to be served, we require an Event Rider from your Homeowners Insurance. (Please attach copy of rider)

**\$100 - Deposit Check will be returned or shredded.** Please indicate what you would like us to do. The deposit will be returned/shredded after the maintenance person has inspected the area that you used.

**CK. # \_\_\_\_\_ RETURNED \_\_\_\_\_ SHREDDED \_\_\_\_\_**

Rental Fee \_\_\_\_\_

Dance Fee \_\_\_\_\_

Disc. \_\_\_\_\_ *(For City Resident)*

Total Due \_\_\_\_\_

Renters Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Signature \_\_\_\_\_ Date: \_\_\_\_\_