OAKS LAKESIDE PAVILION RENTAL AGREEMENT

City of Gaylord
332 Main Avenue, Gaylord MN 55334

Introduction

The Oaks Lakeside Pavilion is owned, operated, and managed by the City of Gaylord under the policies and guidelines established by the City Council. This policy promotes the active use of this 3-season Pavilion while establishing priorities for use and setting reasonable rules for use of the Pavilion that renters are required to abide by.

General Information

1. The Oaks Lakeside Pavilion is listed on the National Register of Historic Places
2. Oaks Lakeside Pavilion address: 418 Veterans Drive
3. City Hall: 507-237-2338 (Mon. - Fri., 8:00-4:30 p.m.)

Reservation Procedures and Damage Deposit

A renter must be 21-years of age to reserve the Pavilion. A list of the rental charges is included in the enclosed Fee Schedule (page 5). Temporary reservations may be made and will be held for up to two (2) weeks. The reservation is considered final and will be booked when the rental fee and damage deposit have been fully paid along with a signed rental agreement. For large events, the Pavilion may be rented the day before or after for $250 per day.

The damage deposit will be refunded within sixty (60) days if the premises are found to be in the same condition as existed prior to the event. Following the event, City staff will conduct an inspection before any other event is held. The City reserves the right to retain part or all of the damage deposit, to be utilized to pay for any costs of repairs or cleaning incurred as a result of the renter's use of the facility. The liability of the renter shall not be limited to the amount of the damage deposit. The liability of the renter shall extend to any damage or cleaning costs incurred because of the acts of any guest of the event sponsored by the renter.

Cancellation and Refunds

Any reservation cancellation of the rental agreement must be in written form, served to the City Office personally or by U.S. Mail. If the reservation is cancelled more than sixty (60) days prior to the scheduled date, the City shall refund all amounts paid. If the reservation is cancelled for any reason sixty (60) days or less prior to the scheduled date, the City shall retain the entire rental amount. Only the damage deposit will be refunded.

Under certain conditions the City may be forced to cancel the rental agreement prior to the event. Reasons for cancellation include, but are not limited to, force majeure or acts of God including a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Gaylord shall not be liable for any damages the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as reasonably possible if such a cancellation occurs. All rental fees paid to the City shall be refunded to the renter if the reservation is cancelled by the City for any of the above reasons or the like.

General Policies

The renter is responsible for following and enforcing the policies of the City of Gaylord's Pavilion rental facility. The renter agrees to adhere to the following policies:

1. Comply with all City ordinances, Minnesota laws, Federal laws, and the established rules for the use of the Pavilion.
2. The renter is responsible for and shall supervise the conduct of the attendees of the event.
3. The Pavilion is a smoke-free public building and the use of tobacco products within the building is prohibited. Damages such as burns or smoke damages will be charged to the renter.
4. The use of cannabis products is prohibited in all Gaylord parks and park facilities.
5. Illegal gambling is prohibited.
6. The renter shall assume full responsibility for any unlawful act committed in the exercise of the rental agreement.
7. Disorderly conduct of the attendees is prohibited.
8. All persons and any equipment not owned by the City must leave the rental facility at the end of the lease term of 1:00 a.m.
9. The City of Gaylord is not responsible for items that have been left during set-up prior to the event or left behind after the renter and attendees have exited the Pavilion.
10. Children must always be under the direct supervision of an adult.
11. The renter shall assume all responsibility for noise levels per City Code.
12. The building, equipment, and parking area shall be left in a clean and orderly fashion.
13. All bands and audio equipment MUST stop by midnight.
14. Renter shall be responsible for any damage to the building or equipment.
15. Any damage to the building or equipment must be reported as soon as possible to City staff.
16. Trash shall be placed in designated containers.
17. One key for the Pavilion will be given to the renter per event. The key may be picked up at City Hall the day prior to the event. For Sunday rentals, keys may be picked up the Friday prior to the event. Keys must be returned to the City Hall or placed in the drop box located on the south side of the City Hall building, by the following day or the Monday following a weekend event.
18. The renter is not allowed to sublease the facility for a secondary event.

Violation of Policies

The City reserves the right to end any event early if any of the above General Policies are violated. A violation of these policies may result in the withholding of the renter's damage deposit and may result in the denial of future use of the Pavilion.

Hours of Use

The Pavilion is available for rent any day of the week, Monday through Sunday. Rental begins at 9:00 a.m. and ends at 1:00 a.m.

Decorations

Renters are encouraged to discuss all decorating plans with City staff prior to the event date. The renter agrees to the following guidelines when decorating:

1. No decorations, banners, signs, etc. may be nailed, pinned, taped, or affixed to the walls, floors, windows, ceiling, or rafters unless permission has been granted by City staff.
2. The use of pins or tacks, tacky glue, or any other decorating device is prohibited on the walls, ceiling, rafters, wood trim around the stage, and doors.
3. Renters must provide their own ladder or other devices to hang items from the ceiling. The City will not provide a ladder.
4. The use of confetti including metallic, plastic, paper, sand/pebble/rock, glitter, birdseed, and rice is prohibited.
5. Balloons are acceptable.
6. Candles are permitted but must be placed in a container/holder of sufficient size for the candle so wax does not drip onto the tables, linens, and/or floor.
7. All decorations must be removed from the Pavilion at the conclusion of the event.
8. A violation of this section will result in the withholding of the renter's damage deposit.
9. The City of Gaylord maintains the right to refuse certain decorations.

Alcohol

Events that have 50 or fewer people attending and are non-wedding events are allowed to bring alcoholic beverages into the Pavilion provided there is no monetary transaction for the alcohol. The renter must provide documented proof of Special Event Liquor Liability Insurance to the City before the City will issue a building key to the renter. The City of Gaylord is to be listed as an additional insured. **No alcohol may be served if this proof of insurance is not provided to the City**.

Events with more than 50 people attending or are wedding events are not allowed to bring alcoholic beverages into the Pavilion. For events with 50 or more attendees or wedding events the renter must utilize the City's designated on-sale intoxicating liquor license holder. No outside purchased alcohol is allowed on the premises. It is the responsibility of the renter to make all the arrangements with the City's designated on-sale liquor license holder.

Any event that has alcoholic beverages for sale must utilize the City's designated on-sale liquor license holder.
Alcoholic beverages shall not be consumed outside of the building. Consumption of intoxicating beverages must cease at the conclusion of the event or at midnight, whichever occurs first.

Clean-up

While the City's cleaning staff does the base cleaning, the renter is still responsible for the following:

1. Remove all decorations and personal items from the Pavilion.
2. Place all garbage/trash into the outside dumpster.
3. All liquids should be poured down the drain and not placed in garbage containers.
4. Wipe off all kitchen countertops and remove any items from the refrigerator and wipe any spills in refrigerator.
5. Sanitize and put away all tables and chairs to their designated area. If the renter fails to sanitize and put away the tables and chairs, the fee will come out of the damage deposit.
6. Turn off all lights and lock doors upon existing the building.
7. **Do not remove any items that belong to the City**.

Failure to follow these cleaning requirements will result in you losing your damage deposit.

Notice of Responsibility/Liability

It is the City of Gaylord's pleasure to have the Oaks Lakeside Pavilion available for your event. It is our hope that you and the attendees will have an enjoyable time and find the Pavilion a good venue for your event.

The City of Gaylord as operator of the Pavilion is responsible for maintaining the building and its components. The City is not responsible for the conduct of persons participating in events held at the Pavilion.

It is your responsibility as the renter of the Pavilion and the sponsor of the event to ensure attendees use the Pavilion in a safe and reasonable manner and obey all laws.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event attendees, and the service providers. You agree that neither you nor the attendees at your event shall file any claim against or involve the City of Gaylord in any legal action regarding matters related to your event, and furthermore, you agree to indemnify and hold the City of Gaylord harmless against any and all claims by you, any attendees or service providers.

OAKS LAKESIDE PAVILION
FEE SCHEDULE AND AMENITIES

Oaks Lakeside Pavilion
418 Veterans Drive
Gaylord, MN 55334

Rental Fee:

- All day event: $600.00
- Day after/before: $250.00 per day

- Small Events: 0 to 4 hours - $75.00
  4 to 6 hours - $100.00
  Small events include graduations, reunions, wedding/baby showers, and birthdays.

- Qualifying Group Rate: $300.00
  - Non-profit organizations
  - Sibley East Public Schools
  - Immanuel Lutheran School
  - Gaylord Area Chamber of Commerce
  - Local civic organizations
  - Sibley County

Damage Deposit: $400.00

Amenities

- 3-season facility
- Seating capacity: 250 persons
- 32 eight-foot-long tables (rectangle) and 250 chairs
- Catering kitchen with refrigerator
- No kegerator or tap is on-site
- Beautiful hardwood floors and stage
- Numerous windows for natural light and air flow
- Restrooms located in the park