

Herman Community
CenterCity of Herman
Herman, MN 56248
320.766.9374
cindydahlen@gmail.com

Rental Information

Event Date: _____

Event Time: _____

Event Type: _____

Rental Agreement for: Council Room Kitchen Main Hall Full Center

Person responsible for rent damage and cleanup: _____

Address of Renter: _____

Cell Phone: _____

Email of Renter: _____

Nonrefundable if canceled within 30 days of event

- Rental Insurance for Event certificate required (your home owners should offer this)
- Sign Rental Agreement
- Signed Cleaning Agreement/Cleaning Agreement
- If Alcohol is being sold copy of License to distribute alcohol
- If food is being prepared by caters (meaning you are paying for the service) copy of Catering Certificate is required

Amount Due for Event

Amount

PaidCheck

#

Signed: _____

Date: _____

By signing above, I agree to all the terms and requirements for the rental of the Herman Community Center. If all items are not supplied by time of rental I will

forfeit my deposit and rental fee and understand that the building will not be opened for my event.

I also agree that if cleaning requirement are not completed or damage is done to the Herman Community Center that my damage deposit will not be returned and I may be billed for additional expenses.

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- Sign Rental Agreement
- Signed Cleaning Agreement/Cleaning Agreement
- If Alcohol is being sold copy of License to distribute alcohol

Sections of the Center Rented

- City Council Room (Meetings only) Max Capacity 41
- Kitchen
- Main Hall – Max Capacity 325
- Full Center – Max Capacity 366

Additional Set up and Cleaning

- Advance set up of tables and chairs (based on number setting up for)
- Full Cleaning and take down of chairs and table \$200.00
- Standard Cleaning for Main Hall (Renter must put all chairs and tables away, take out all garbage, sweep all areas used) No additional charge
- Kitchen Cleaning Standard (Renter must wash and put away all dishes, wash all counters, and sweep) No additional charge
- Full Cleaning of Kitchen (includes doing dishes) \$100.00

Payment Required before event date

- Deposit (Returned within 14 days of event) if cleaned as agreed and no damage
- Rental Fee
- Additional Set up Fee
- Additional Tear Down Fee
- Additional Cleaning fee for Building not including Kitchen
- Additional Cleaning fee for Kitchen

Advance Items

- Schedule time for DJ or Band for questions about sound system
- Setup suggestions (Tables and Chairs)
- Time for the doors to be unlocked for event by Center Manager
- Bar offers drink tickets for those that arrive early and want to have a drink at the bar while they wait