

Herman Community Center
City of Herman
416 Atlantic Ave S
PO Box 241
Herman, MN 56248
Ph# 320-677-2297
ctyhrmn@runestone.net

Any person(s), group(s), or organization(s) desiring to use the community center facilities must complete all forms and submit to City Clerk. The community center is available on a first-come, first-serve basis for regular priced events.

Rent:

\$350 for Event Center & Kitchen, Deposit \$100

\$500 for Wedding Reception & Dance or Large Banquets w/ alcohol, Deposit \$200

\$100 for Council Room, Deposit \$50

\$250 for Local Charity Fundraisers, no alcohol

Extra Setup & Cleanup time, if available:

After 4:00 p.m. the night prior \$100, wedding receptions \$200

Before 12:00 p.m. the next day \$100, wedding receptions \$200

Currently we have 370 chairs, 38 eight foot tables, 5 six foot tables, and 16 round tables

Guidelines for use of the Community Center:

1. NO smoking allowed in the facility.
2. NO tape or tacks are to be used on walls or woodwork.
3. NO vehicles inside of building. Overhead door is for convenience of unloading/loading.
4. Renter is responsible for all setup and take down.
5. After the event all garbage must be taken to the dumpster, all food must be removed from the refrigerator (if not it will be thrown out), tables wiped down, kitchen clean, and any food or trash is picked up. If dish towels are used, they must be laundered and brought back the next day.
6. All tables and chairs must be removed and put in storage.

Rent shall be paid before the event to the City of Herman. You may pay rent and pick up a key from the City Clerk between 9:00 a.m. and 4:00 p.m. Monday through Thursday. We require 2 checks, one for deposit and one for the rent. If everything is cleaned up and no damage your deposit will be returned. You may leave the Key in the lock box by front door. Please check the website www.hermancc.com under calendar to make sure your event is listed and dates and times are correct.

Signature

Date

Herman Community Center

www.hermancc.com

Community Center Rental Information

Name of Individual/Organization: _____

Date(s) of Event: _____ Approx Time of Use: _____

Event Taking Place: _____

Contact Person: _____ Cell Ph#: _____

Contact Email: _____

Mailing Address: _____

Please check type of Rental:

- Council Room \$100, Deposit \$50
- Event Center \$350, Deposit \$100
- Wedding Reception/Large Banquet \$500, Deposit \$200
- Local Charity Fundraiser \$250
- Extra Setup/Cleanup Time: A.M. _____ P.M. _____ Full Day _____ Rate: _____
- Alcohol Being Served (If yes, due to insurance purposes, a licensed business and user liability insurance may be required)

Other, Rental Type: _____

Hold Harmless Agreement

I understand that my use of the Herman Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Herman will not be liable for any claims, injuries, or damages incurred by me or members of my organization or group, due to the negligence of members of my organization or the negligence of third parties. On behalf of myself and the organization or group I represent, I expressly forever release and discharge the City of Herman, its agents or employees, from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Community Center. I also agree to reimburse the City of Herman for any damage, breakage, maintenance, theft of equipment beyond the damage deposit required if so warranted. The deposit will be returned after inspection of premises and there is no damage.

Renter's Signature

Date

Office use only:

Deposit Paid	Y	N	Amount: _____	Date: _____
Rent Paid	Y	N	Amount: _____	Date: _____
Deposit Refunded	Y	N	Amount: _____	Date: _____
Keys Returned	Y	N		