

# DUNN TOWN HALL RENTAL POLICY AND RENTAL APPLICATION

UPDATED JANUARY 2020

The Dunn Town Board hereby adopts the following as the rental policy for the Dunn Town Hall

**Definitions:** For the purposes of this policy, the following terms shall have the meaning given them in this section.

**Alcohol:** “Alcohol” means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.

**Event:** “Event” means the entire period for which a renter has rented the hall, including any permitted set-up or clean-up periods.

**Grounds:** “Grounds” means the land immediately adjacent to and surrounding the hall that is owned or leased by the town.

**Guests:** “Guests” means those who attend the Event.

**Hall:** “Hall” means the Dunn Township Hall building located at 47979 East Lake Lizzie Road, Pelican Rapids MN

**Nonprofit:** A nonprofit organization is a social, civic, or religious organization which pays no income tax on the donations they receive or any money they earn through fundraising activities.

**Rental Application:** “Rental Application” means the form developed by Town to be completed and submitted to the Town by proposed Renters to request permission to rent the Hall.

**Rental Request:** “Rental Request” means the submission of a completed Rental Application by a proposed Renter seeking permission from the Town to rent the Hall.

**Renter:** “Renter” means the person, corporation, or entity that is a resident or land owner in Dunn Township that submits a Rental Application to rent the Hall.

**Town:** “Means” Dunn Township, Otter Tail County, Minnesota and any references to actions or approvals by the Town are to its Board of Supervisors.

**Renters Bound by Policy:** Rental of the hall constitutes Renter’s acceptance of the terms and conditions of this policy.

The Renter assumes full responsibility for any damage caused in connection with the Event and for the actions of those who attend the Event. If a corporation or entity is renting the Hall, an officer or agent of the corporation or entity must be designated on the application as the responsible person for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the Event.

**Rental Hours:** The rental hours for a particular Event shall be indicated to the Town on the Rental Application form and approved by the Town. The Town may approve additional hours to set-up and clean-up after the Event. The Renter and all attendees must vacate the Hall by the end of the rental hours; except that the Town may approve specific additional hours a Renter may use to clean the Hall after the Event.

**Sublet or Transfer:** A Renter may not sublet the Hall, nor may the Rental Application or rental privileges be transferred or assigned. The Renter is fully responsible for any damage to the Hall. If someone sues for being hurt the Renter is also responsible

**Cancellation:** Approved rental requests may be cancelled as provided in this section.

**By Town:** The Town may cancel any approved rental request in any of the following circumstances:

At any time if the Renter fails to comply with any conditions imposed by the Town on the rental including, but not limited to, failing to pay the required damage deposit, failing to pay the rental fee in full, failing to provide for security by a law enforcement agency when required; For any reason if the Town provides notice of cancellation to the Renter at least 30 days before the Event;

At any time for reasons beyond the Town’s control, as in cases of emergency, unsafe environmental or health conditions, or the interruption of utility services, if the Town cancels a rental request after it has been approved, except for Renter’s failure to provide payment, proof of insurance, or to comply with any other conditions imposed on the request within the time set, it will return any rental fees and damage deposit paid by the Renter. Renter acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss, or damages resulting from the Town’s cancellation of a rental request as provided in this section

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By Renter: A Renter may cancel a rental request up to 14 days before the Event. The Town will return any rental fees and damage deposit paid by the Renter. A Renter canceling a rental request less than 14 days prior to the Event forfeits all rental fees paid the Town. The Town will return the damage deposit if one has been paid.

**Rental Fees and Damage Deposit:** The following rental fee and damage deposit apply to the rental of the Hall and must be paid to the Town at time of the rental application.

The Town requires a Renter to post a damage deposit with the application. The Renter is responsible for all damages caused to the Hall or Grounds during the Event. The Town Board may deduct from the damage deposit any repair and clean-up costs it incurs to return the Hall to the same condition it was prior to the rental. Any unused portion of a damage deposit will be returned to the Renter within 30 days of the rental. If a damage deposit was not collected, or if the costs to clean and repair the Hall exceed the amount of the damage deposit posted, the Renter shall be responsible for reimbursing the Town for all costs the Town incurs to clean and repair the Hall, including all collection costs. The Town will provide the Renter a bill containing an itemized list of the costs incurred to clean and repair the Hall that is due and payable upon receipt.

EVENT TYPE	FEE	DEPOSIT
General Public Event less than 25 attendees		\$25.00 0.00
General Public Event greater than 25 attendees	\$250.00	\$250.00
Nonprofit Event less than 25 attendees	\$0.00	\$0.00
Nonprofit Event greater than 25 attendees	\$100.00	\$250.00
<b><u>Any Event</u></b> which serves alcohol		\$600.00

**Use of the Hall:** The Renter and Guests must comply with all of the following.

Set-Up and Decorations: The Town may allow the Renter to enter the Hall before the rental hours in order to set-up or decorate for the Event. Decorations may not be affixed to the Hall in any way that damages the Hall. Confetti, birdseed, rice, or other like items, are prohibited.

Sound Levels: Sound levels must be controlled so as not to cause damage to the Hall or to unreasonably disturb neighbors.

Disorderly Conduct: Disorderly conduct of any kind is prohibited and any persons engaging in disorderly conduct are subject to being ejected. The Renter shall be solely responsible for supervising the conduct of those who attend the Event and is financially responsible for any damages caused.

Alcohol: No liquor, wine, or beer shall be sold or otherwise exchanged for compensation in connection with the use of the Hall. If alcohol is to be consumed, the Renter must indicate that fact on the Rental Application.

Security: The Town may require the Renter to have a licensed law enforcement officer present during the Event to provide security and to help enforce the provisions of this policy. The Renter will be responsible for making arrangements to secure the services of a licensed law enforcement officer, paying for the service, and for providing the person a copy of this policy.

Gambling: Gambling of any nature or manner is prohibited.

Smoking: The Hall is a smoke-free building and smoking of any kind is prohibited in the Hall and within 30 feet of the Hall.

Parking: Guests may not park in any way that causes damage to the Grounds or that interferes with traffic or safety.

Charging Admission: The Renter may not charge admission for the Event unless approved by Dunn Township.

Safety: No furniture, decorations, or other items may be placed in such a way as to block the exits. The Renter is responsible for assuring that the Hall does not become over-crowded, The Hall has a maximum seating capacity of 150 persons and an overall capacity of 250 persons. No open flames, sparklers, or any fireworks are permitted in the Hall or on the grounds.

Hall Contents Removal: No furniture, equipment, or any items in the Hall shall be taken outside of the building.

Clean-up: The Renter is responsible for cleaning the Hall and must return the Hall to the same condition it was before the rental.

Trash Removal: All trash must be removed from the property by the Renter.

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**Assumption of Responsibility:** The Renter assumes the full responsibility for the appropriate conduct of all the group members and guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the Guests. The Town is not responsible for any items that are left at the Hall by the Renter or the guests.

**Indemnification:** The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agent, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

Adopted this 10<sup>th</sup> day of February, 2020.

BY THE TOWN BOARD

David L Johnson  
Town Chairman

Attest: Douglas Winter

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UPDATED JANUARY 2020  
RENTAL APPLICATION  
47979 East Lake Lizzie Road  
Pelican Rapids, MN 56572

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Applications must be submitted to the town clerk at least 30 days before the Event.

Contact Clerk at **Town Hall**: (218)863-2099

Mailing Address: **Dunn Township, 47979 E Lake Lizzie Rd, Pelican Rapids, MN 56572**

Date of the Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Application Information.**

Name of Applicant \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

Phone (Home/Work/Cell): \_\_\_\_\_

**Rental Hours:** Start Time: \_\_\_\_\_ Ending Time : \_\_\_\_\_ ( no later than) **1:00 AM**

**Set-up and Clean-up Times:** Applicant may request additional time to set-up for the event or to clean-up after the event.

Set-up Date & Times: \_\_\_\_\_ Clean-up Date & Times \_\_\_\_\_

**Alcohol:** Will any alcohol be brought to or consumed at the event? \_\_\_\_ Yes \_\_\_\_ No

**IMPORTANT:** Alcohol may **not** be sold or otherwise exchanged for compensation in any way in connection with the use of the Hall. When alcohol is to be consumed at an event, the Town may require the Renter to hire a licensed law enforcement officer to provide security for the event. A copy of the contract with the licensed law enforcement officer or registered security agent must be on file in the township office before the event.

**Rental Fees & Damage Deposit:** The Rental Fees and damage deposit must be paid to the Town when the application is submitted or this application is voided. Amount of fee and deposit included with this application.

\_\_\_\_\_

**Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Dunn Township Hall Rental Policy.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN USE ONLY**

Application approved? \_\_\_\_ Yes \_\_\_\_ No

The approval is conditioned upon the following modifications, limitations, or additional requirements.

\_\_\_\_\_

\_\_\_\_\_

Name of Law Enforcement agency providing onsite security if required \_\_\_\_\_

Rental fee will be deposited immediately. The damage deposit will be returned if the Town Hall and furnishings are left in the same condition as before the event.

Town Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Clerk