

## SHELTER RENTAL AGREEMENT

P.O. Box 238, 210 Main Street, Kimball, MN 55353

City Hall Phone: (320)398-2725

Renter Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Rental Date \_\_\_\_\_  
 Event \_\_\_\_\_

Office Use Only	
Date Received	_____
Deposit Paid	_____
Rental Paid	_____
Date Key Issued	_____
Key #	_____
Key Issued To	_____

**Willow Creek Park Shelter Rate:**

**Deposit:** \$50 (required to secure reservation) **Daily Rental Rate:** \$150 resident \$175 non-resident

The renter must sign this Rental Agreement in the space provided below. By doing so, the renter agrees to adhere to all policies, unless special arrangements have been noted by staff on this rental agreement, and agrees to accept the consequences for their failure to do so.

- A. **RESERVATIONS/DEPOSIT:** Due to the high demand for the shelter during the summer months, a reservation is not official until this Rental Agreement is completed and the \$50 deposit has been paid. The deposit will be returned if City staff determines that all of the conditions of this agreement have been met. Reservations open on January 1<sup>st</sup> for City residents and on January 15<sup>th</sup> for non-residents.
- B. **CANCELLATIONS:** If the renter cancels their reservation 30-days prior to their reserved date they will get 100% of their deposit back. If less than 30-days' notice is given no deposit will be returned, but the renter will have no further obligation.
- C. **PARK HOURS:** 6:00 AM – 10:00 PM
- D. **ALCOHOL:** Consumption of alcoholic beverages is **PROHIBITED** on City property.
- E. **TRASH:** Trash receptacles and bags are provided. All receptacles must be emptied at the end of the event into the dumpster outside the shelter.
- F. **KEYS:** Shelter keys can be picked up in the days prior to your event at City Hall during normal business hours. Keys must be returned to City Hall the next business day following the rental. If preferred, keys may be returned following your event by depositing them in the payment slot on the door at City Hall.
- G. **CLEANING FACILITY:** Renters are responsible to clean up the facility (including bathrooms if rented) following their event.
- H. **FACILITIES AVAILABLE AT THE SHELTER/PARK:**

Stove/Oven	2 Fridge/Freezers	Bathrooms
1 Freezer	Double Sink	Playground

Prep-area & Double Serving windows to both sides of the shelter (kitchen is between the two sides of shelter)

West Side: 8 Round Tables & 64 chairs      East Side: 12 – 8ft. rectangle tables and 96 chairs  
 5 – 6 ft. rectangle tables and 24 chairs

**Hold Harmless Agreement:** I hereby agree to release all liability from the City of Kimball for any loss, damage, injury and/or expense that I, or any participants of my event, may suffer as a result of my use of the city shelter. I also agree to reimburse the city for any damages that may occur during my event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date