



City of Cohasset
Bass Brook Community Center
Rental Agreement

Resident Non-Resident Name: _____

(A resident is someone who lives WITHIN the 36 square miles of Cohasset City limits. Residency will be verified via mailing address; some non-residents have a Cohasset mailing address. Residents cannot rent the building for a non-resident, unless if the non-resident is a member of the resident's immediate family (parents, grandparents, children, grandchildren, or siblings).

Event Description: _____

Event Date: _____ **Number of Guests:** _____

It is understood and agreed that the renter shall defend, indemnify and hold harmless the City and its officials, employees, and agents from any liabilities, judgements, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relations to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Bass Brook Community Center by the renter or by the renter's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents. The deposit will be returned if the building is cleaned to the description of the clean-up checklist, there is no damage, renters are out by 8:00 P.M., and if there is a need to cancel, a notification of cancellation is received 90 days prior to the rental date.

**** All cancellations are subject to a \$50.00 cancellation fee ****

**** Any lost key fob is subject to deposit compensation fee of \$10.00 ****

*** You must come to City Hall during business hours to pick up your key for building access with your rental ***

Address: _____

Phone Number: _____

Additional Phone: _____

Signature of Renter: _____

*** Deposit refunds will be sent to the address above***

NOTE: RESERVATIONS CANNOT BE BOOKED WITHOUT DEPOSIT PAYMENT

The City will accept cash or check payment made to:
City of Cohasset

Mandatory Fees Apply:

Resident

\$100.00 Deposit
\$75.00 Rental Fee

Non-Resident

\$200.00 Deposit
\$150.00 Rental Fee

Deposit:

Check #: _____ **Fee:** _____

Cash: _____ **Receipt #:** _____

YOUR DEPOSIT CAN BE WITHHELD FOR ANY OF THE FOLLOWING REASONS:

- Serving alcohol without a security guard present
- Failure to completely vacate the building by 8:00 P.M.
- Failure to complete tasks on rental clean-up checklist
- Any damage made to the Bass Brook Community Center building or amenities

Rental Fee:

Check #: _____ **Fee:** _____

Cash: _____ **Receipt #:** _____

Non-Profit Fee Waiver (501C3): _____

Hours Rented: 8:00 A.M. - 8:00 P.M.

RENTER RESPONSIBILITY / CLEAN -UP CHECKLIST

1. Refrigerator is emptied
2. All garbage is to be picked up, bagged and placed in dumpster outside by the Little Red Wagon
3. The kitchen is to be cleaned; all dishes are to be washed in dishwasher, dried and put back in their proper places
4. All tables and chairs are cleaned off and wiped down
5. Make sure dishwasher is drained and turned off
6. Turn off all lights, including restroom lights
7. See that all doors are locked
8. Drop off key fob in Utility Dropbox outside the main entry of Cohasset Community Center

REGULATIONS & AGREEMENT FOR BASS BROOK COMMUNITY CENTER RENTALS

Rental Hour Limits 8:00 AM - 8:00 PM

Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours. 8:00 PM means renters AND any musicians are out of the facility or an additional charge of \$50.00 for each hour or portion thereof will be charged.

Food Preparation

The kitchen is NOT public health approved for food preparation, so all food brought in must be already prepared and may be heated and served.

Decorations

There are to be table decorations only, no glitter, confetti, or natural trees, nothing hanging on the walls or from the metal stripping around the room. Candles may be used if they are in self-contained containers, such as votive cups, and no tall tapered candles may be used unless a fire retardant table covering is used. Helium tanks brought into the building MUST be secured in an upright position.

Smoke Free Facility

The Bass Brook Community Center is a non-smoking facility in its entirety.

Prohibited Functions

Rummage sales, auctions, or any type of function that profits and individual, firm or corporations are prohibited.

Pets

No animals allowed in the Bass Brook Community Center Building, except service animals.

RENTAL FACILITY FEES:

A **resident** is a person who lives within the 36 square miles of the Cohasset city limits and cannot rent the building for non-residents unless the non-resident is a member of the resident's immediate family (parents, grandparents, children, grandchildren, siblings).

***Please note that not everyone with a Cohasset, MN mailing address is a City of Cohasset resident.**

Tioga Beach Pavilion

<u>RESIDENT</u>	9 a.m. – 3 p.m.	\$25.00	<u>NON – RESIDENT</u>	9 a.m. – 3 p.m.	\$30.00
	3 p.m. – 9 a.m.	\$25.00		3 p.m. – 9 a.m.	\$30.00
	9 a.m. – 9 p.m.	\$50.00		9 a.m. – 9 p.m.	\$60.00

Bass Brook Community Center

(ONE DAY USE – with Kitchen, Catering or Food)

<u>RESIDENT</u>	\$100.00 DEPOSIT (returnable) / \$75.00 RENTAL = \$175.00
<u>NON – RESIDENT</u>	\$200.00 DEPOSIT (returnable) / \$150.00 RENTAL = \$350.00

Community Center Activities Room

<u>RESIDENT</u>	\$25.00 DEPOSIT (returnable) / \$50.00 RENTAL = \$75.00
<u>NON – RESIDENT</u>	\$50.00 DEPOSIT (returnable) / \$100.00 RENTAL = \$150.00

Cohasset Community Center

LEVEL 1 (NO DEPOSIT – Funerals, Classes, etc. – Food allowed)

<u>RESIDENT</u>	\$50.00	<u>NON – RESIDENT</u>	\$100.00
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LEVEL 2 (ONE DAY USE – No Kitchen, No Catering, No Food – Non-profit Functions, Fundraisers, Meetings, Seminars, etc.)

<u>RESIDENT</u>	\$50.00 DEPOSIT (returnable) / \$75.00 RENTAL = \$125.00
<u>NON – RESIDENT</u>	\$100.00 DEPOSIT (returnable) / \$150.00 RENTAL = \$250.00

LEVEL 3 (ONE DAY USE – with Kitchen, Catering or Food)

<u>RESIDENT</u>	\$100.00 DEPOSIT (returnable) / \$150.00 RENTAL = \$250.00
<u>NON – RESIDENT</u>	\$200.00 DEPOSIT (returnable) / \$300.00 RENTAL = \$500.00

LEVEL 4 – ALL WEEKEND (Wedding Dance / Reception, etc.)

2:00 p.m. Friday – 2:00 p.m. Sunday

	<u>RESIDENT</u>		<u>NON – RESIDENT</u>
DEPOSIT	\$100.00	DEPOSIT	\$200.00
RENTAL	\$275.00	RENTAL	\$425.00
DANCE DEPUTY	\$100.00	DANCE DEPUTY	\$100.00
SAFETY INSPECTION	\$25.00	SAFETY INSPECTION	\$25.00
SUB – TOTAL	<u>\$500.00</u>	SUB – TOTAL	<u>\$750.00</u>
Deposit Refunded	-\$100.00	Deposit Refunded	-\$200.00
TOTAL	<u>\$400.00</u>	TOTAL	<u>\$550.00</u>

**Any level four event in the commons will be charged a \$25 safety inspection fee.
The facility will be inspected for safety or fire hazards when the decorating is done.**

Bass Brook Community Center Clean-Up Checklist

Refrigerator is emptied

All tables and chairs cleaned off and wiped down

All garbage is bagged up and placed in dumpster outside by the Little Red Wagon

The kitchen is cleaned, dishes washed in dishwasher, dried and put back in proper places

Dishwasher is drained and turned off

Turn off all lights, including bathroom lights

Make sure all doors are locked

Drop key fob off in Utility Dropbox at the main entry of Cohasset Community Center