



Timber Hall Rental Agreement
Embarrass Region Fair Association
P O Box 83, 4855 Highway 21,
Embarrass, MN 55732

Date of Application _____ Date(s) Requesting Rental _____

Event Name _____

(circle one) General Event Wedding Fundraiser Benefit Funeral Hourly Event _____hr.

Do you want your event name to appear on the Timber Hall marquee? (circle one) Yes No

Do you want your event name to appear on the public website calendar? (circle one) Yes No

If you select "No" your event will be listed on the calendar as a "private event".

Contact Name and organization _____

Address _____ Phone (____) _____

_____ Email _____

Fees

Please follow the fee and damage deposit chart to determine fees. Provide two separate checks made payable to the Embarrass Region Fair Association.

Rental Fee \$ _____

Garbage Removal Fee
(\$90 if using the Timber Hall dumpster) \$ _____

Total Rental Fee (enclosed) \$ _____

Total Damage Deposit (enclosed) \$ _____

I understand that I must provide the following forms prior to the event:

- **Certificate of Liability Insurance** date received _____
- **Security contract, if alcohol is served.** date received _____

Signature of Renter

printed name of renter

Date Signed

Date Signed Contract Received

Submit fees with this Agreement to:

email:

Embarrass Region Fair Association
Attn Rentals
PO Box 83
Embarrass, MN 55732

rentals@embarrassrfa.org

**For more information, contact Jerry or Bonnie Meier at (218) 984-3506 or email
rentals@embarrassrfa.org**

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SECURITY

A Uniformed Security Officer with a Cell Phone must be present at all events involving alcohol.

Renter will be responsible for hiring and payment of Security Officer. The Security Officer shall provide a copy of the Security contract and submit it to the Embarrass Region Fair Association rental agent.

Name of Security Company or officer _____

Address _____

Contact Telephone Number _____ Name of Contact _____

Insurance

Renters are responsible for liability to protect the assets of the Embarrass Region Fair Association. Renter must provide a Certificate of Liability Insurance naming the Embarrass Region Fair Association as additional insured. (For non-commercial rentals, check with your home owners insurance Company.)

Fees and Damage Deposit

Your rental fee will be deposited when we receive it; your damage deposit check will be returned when your event is complete, and the Timber Hall has been inspected and found to be clean and damage-free. If damage has occurred, the damage deposit will be deposited into the ERFA account and a check for the unused portion will be returned to the Renter named above. If damage exceeds the deposit amount, the renter will be held responsible for the balance due. See separate sheet for guidelines regarding proper use and cleaning of equipment and replacement costs should damage occur.

Event	Rental Fee	Damage Deposit
Hourly rate i.e.; meetings, etc. (5 hr max.)	\$25/hour	\$300
Daily Rate	\$500	\$300
Wedding	\$350	\$300
Benefits, Fundraisers, Funerals	\$100	\$300
Camping with electricity*	\$25/night/camper	N/A

Key

The day and time of pick up and return of the Timber Hall key will be agreed upon by both the renter and the rental agent. Failure to return the key on the day agreed upon will result in a fine of \$100/day for each day the key is not returned.

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Guidelines for Using the Timber Hall

Smoking is NOT allowed inside Timber Hall. Ash cans are available near the picnic tables outside. All cigarette butts must be picked up and ash cans cleaned after the event.

Tables (44 ea. 8-ft white 4ea. 6-ft white)

All tables must be covered during use to prevent stains

Pick up tables when moving them; do not drag tables across the floor. Please use plastic to cover tables.

Decorations

No decorations can be attached to the walls. Please use tabletop and floor decorations only. No brads, nails, push pins, tacks, or tape of any kind may be used on the walls. Lightweight items may be hung with string from any attached fixture in the building.

Fees Assessed for Damaged Property

If Embarrass Region Fair Association property is damaged, the following fees will be withheld from the damage deposit. If damage exceeds the damage deposit, the renter is responsible for paying for the additional damage.

A portion of the damage deposit will be withheld for repair or replacement if the following items are damaged:

Tables	\$100/table
Chairs	\$30/chair
Roasters	\$100/roaster
Liner of roaster	\$70/liner
Steam table	\$900
Steam table pan/lids	\$100/pan; \$45/lid
Coffee maker (30 C)	\$100
Coffee maker (100 C)	\$200
Major appliances	Repair/replacement cost
Walk-in cooler	Repair/replacement cost

Failure to clean will result in the following fees being taken from the damage deposit.

Tables	\$25/table
Floor	\$125
Restroom	\$50/room
Kitchen	\$100
Flat top grill	\$50
Stove	\$50

Available seating at Timber Hall

44 each - 8ft white banquet tables

4 each - 6ft. serving tables

372 - metal folding chairs

4 - plastic highchairs

13 picnic tables under the outside awnings

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Cleaning and inspection checklist for Timber Hall rentals

Renters are required to clean up after themselves. This includes inside the Timber Hall as well as the grounds and parking lot.

Main Room



- Chairs must be put back on the chair racks.
- Leave tables up for disinfecting. Remove any tape and stains. Wipe and **dry** all tables before folding and stacking against the back wall.
- Sweep the floors and mop up any spills, mud or wet spots.
- Entrance rugs are to be vacuumed or shaken out.
- All garbage must be removed from Timber Hall and grounds including bathroom (\$90 fee if using the Timber Hall dumpster)
- Clean highchairs.
- Put away all cleaning supplies.
- Check all doors are closed and locked.
- Check both thermostats and set to 55 deg.

Kitchen



- Wipe refrigerator, freezer and walk -in cooler. Walk in cooler must turned off at the circuit breaker. Empty the condensate bucket and leave the door open.
- Clean flat top grill of all residue. Coat with vegetable oil. Cleaning stone is under the grill.
- Clean and store coffee pots upside down if used.
- Wipe off stove and oven.
- Clean counters and carts
- leave used cloth towels in the kitchen. We will wash them.
- Remove mats, sweep and mop floor. Replace mats when dry.

Bathrooms



- Clean toilets
- Remove all garbage including from stalls.
- Wipe down sinks and counters.
- Mop floors

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