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ZONTA LODGE RESERVATION FORM

Ojiketa Regional Park
27500 Kirby Ave.
Chisago City, MN 55013

Firepit: **\$25.00 + 1.84= \$26.84**
Yes _____ No _____

~ Office ~

City of Chisago City
PO Box 611, 10625 Railroad Ave.
Chisago City, MN 55013
Office: (651) 257-4162
Fax: (651) 257-0695

Copy to: Renters _____
City Hall _____
Police _____

**STORM SHELTER IS STROM HALL
BASEMENT
~SMOKING IS PROHIBITED~**

To begin your reservation for Zonta Lodge please print clearly or type on the form.
The agreement shall be reviewed and completed by Chisago City Administration.

Renters Name: _____ # of Guests: _____
Street: _____
City/MN/Zip: _____
Phone: _____ Email: _____

Event:	_____	
Event Date:	_____	
Event Time:	From: Friday 3:00pm Date _____	To: Sunday 12:00pm Date _____
Will alcohol be served?	Yes _____	No _____
If yes, please list time From: _____ To: _____ <i>(Police fee is required, 3 hour min. A Certificate of Liability Insurance also required when serving alcohol.) \$1,000,000. Minimum Recommended per LMC</i>		

Reception Lodge must be locked and everyone out by 1:00 a.m.

Payment Conditions
Please find below my credit card details as booking guarantee. Be authorized to use the credit card here below to balance the cost connected to the reservation or possible penalty.
Name as it appears on card: _____
_____ VISA _____ Master Card _____ Discover Security Code: _____
Number _____ Expiration date: _____

To reserve a date a deposit of 50% of rental fee (non-refundable) is required and will be applied toward the rental fee
Plus a \$200.00 (refundable) damage deposit is required.

My rental is for the date(s) and times specified above only.

<u>FEES: For Office Use Only</u>	
Lodge Rental Amount:	\$ _____
Chisago City Resident discount 10%	\$ _____
Total	\$ _____
+ Tax @ 7.375% +	\$ _____
Total due:	\$ _____
Reservation Deposit ½ (non-refundable):	\$ _____
Damage Deposit Amount \$200.00	\$ _____ 200.00
Total due to reserve Receipt # _____	\$ _____
Remaining Balance Due-Receipt # _____	\$ _____
Police Officer (if applicable):	
Fee: \$65/hr. (3 hr. min) Hours _____ Amount \$ _____	Receipt # _____

Changing a date shall be treated as a cancellation and the reserve deposit forfeited.
I understand and agree to the rental agreement.

Renter's Signature Date

City Official's Signature Date

*Please return completed form to: Chisago City Hall, PO Box 611, 10625 Railroad Ave., Chisago City, MN 55013 Or Email: abodell@ci.chisago.mn.us
Alcohol: If alcohol is being consumed, an officer must be hired for the event. No alcohol outside of the building. No alcohol in parking lot. No alcohol served after 12:00 midnight. You must be out of the hall by 1:00 a.m.

Decorating: 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE are the **only** products allowed for decorating. No confetti, rice, string streamers, nails or tacks. Expenses incurred by damage caused by decorating will be deducted from your deposit. Nothing hung from ceiling or lights. Depending on availability, I may rent the center for decorating purposes the evening before my event. Additional costs will apply. This fee must be paid prior to the event.

Deposit: Deposits must be paid before the facility can be held for reservations. Checks for the deposit will be cashed immediately. After the event, any damage and/or clean-up cost remaining will be deducted from the deposit. The clean-up deductions will be based on whether or not the clean-up after my event was satisfactory. This will be determined by the caretaker. I will notify Chisago City staff of any damages accrued during my rental of the Ojiketa building. Damages may include, but are not limited to: damage done to the facility, equipment, or any City property. The full amount or the remaining amount of my deposit will be sent to the address listed above.

Tables and chairs: Tables and chairs will be provided. The renter is responsible for arranging tables and chairs for their event. **The renter is not responsible for taking down the tables. Chairs must be stacked 6-8 high, placed next to tables after your event.** Tables and chairs shall not be removed from the building. DO NOT DRAG TABLES ACROSS FLOOR. This may affect your deposit refund.

Music: No music is to be played after 12:00 midnight. I agree to inform the band, DJ, etc. of this prior to the event.

Police Officers: If there is alcohol being served, an officer must be present for the event. An officer fee will be charged in addition to the rental fee for the building. It is MY responsibility to make sure that the alcohol stops being served and the music is stopped at the appropriate time. This is NOT the responsibility of the officer. The officer will take appropriate action if the agreement is not adhered to. The officer fee is a required and fixed amount. This fee cannot be adjusted, lowered, or removed with the exception that if an officer is not present at all due to unforeseen circumstances, then the fee will be refunded. The officer may be called to respond to an emergency situation.

Keys: All fees must be paid prior to receiving any keys. The City of Chisago City is trusting me with the key to the building. I will come to Chisago City Hall to pick up the key the day of the my reservation. I agree to return the building key to Chisago City Hall or key drop box. The key must be returned the following business day after my event. If the key is not returned on the following business day, \$25.00 will be deducted from my deposit for each business day that the key is not returned. I will be responsible for the cost of the locks at the Ojiketa building being changed if the key is not returned. If the key is damaged, I will be responsible for the cost to replace the key. These costs will be taken from my deposit and may exceed the cost of my deposit, in which case I will be billed.

Locking the Lodge: I am responsible for locking up the entire building after my event. I will be responsible for any damage or vandalism done to the building as a direct result of my negligence to lock up the facility. The building is to be closed and locked by 1:00 a.m. if renting for a night event.

Candles: May be used but must be in non-flammable containers.

Sub-lease: At no time may the renter enter into a sub-lease agreement for the term of this contract.

No furniture, fixtures or any items within Zonta Lodge shall be removed from the building for outdoor use. No amenities on the grounds of the park shall be moved. Failure to comply will affect your deposit refund.

Absolutely **NO** discharge of fireworks in the park.

IN THE EVENT OF AN EMERGENCY PLEASE CALL 651-706-3466.

Renter's Additional Responsibilities For Clean Up		Ojiketa Caretaker Checklist (see bottom of page)		
1.	Trash emptied & placed in dumpsters	Satisfactory	Unsatisfactory	
2.	Decorations taken down/complied w/agrmnt	Satisfactory	Unsatisfactory	
3.	All Floors/bathrooms swept	Satisfactory	Unsatisfactory	
4.	Refrigerator cleaned	Satisfactory	Unsatisfactory	
5.	Stove cleaned, burners/oven off	Satisfactory	Unsatisfactory	
6.	All lights turned off	Satisfactory	Unsatisfactory	
7.	Kitchen counters/sinks cleaned	Satisfactory	Unsatisfactory	
8.	Appliances cleaned & accounted for	Satisfactory	Unsatisfactory	
9.	Tables left in place; chairs stacked at edge of tables	Satisfactory	Unsatisfactory	

I have read and understand this rental agreement	(Initial)
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*Caretakers' responsibilities: Inspect the Ojiketa building after each event. Use the checklist above to determine if the renter did each job satisfactorily or unsatisfactorily. If any boxes are checked unsatisfactory, please include a recommendation for the reduction of the refund. Notify Chisago City Hall of any damage accrued. **Inventory the tables and chairs** (notify City Hall of any damages or missing property).