

CITY OF FORMAN RENTAL FEE SCHEDULE

1. **REDUCED RATE GROUPS:** Churches, schools, and qualifying non-profit organizations (NDSU Extension, 4-H, etc.): the rental fee is \$30.00 per day. This fee includes the use of the kitchen and conference room. If the party would like to set up tables & chairs or decorate the day before, there will be a **\$10.00** charge. Preparing food the day before counts as another rental day. The responsible party must take down all decorations, clean off tables and chairs, sweep & mop floors and cleanup ALL garbage inside and outside of the building and place in the dumpsters provided.
2. **STANDARD RATE GROUPS:** All other organizations or private individuals: (examples but not limited to rummage sales, auction sales, open houses, benefits for non-residents, birthday parties, anniversary parties, showers, giftware parties, etc.) the rental fee is **\$120.00** per day with the kitchen and **\$70.00** without the kitchen plus **\$75.00** deposit. If the party would like to set up tables & chairs or decorate the day before, there will be a **\$25.00** charge. Preparing food the day before counts as another rental day. The responsible party must take down all decorations, clean off tables and chairs, sweep & mop floors and cleanup ALL garbage inside and outside of the building and place in the dumpsters provided.
3. **DANCES:** **\$150.00** plus a **\$150.00** deposit. Dances include the use of the hall, kitchen, conference room and ambulance bay. If the party would like to set up the day before, there will be a **\$50.00** charge. Preparing food the day before counts as another rental day. The responsible party must take down all decorations, clean off tables and chairs, sweep & mop floors and cleanup ALL garbage inside and outside of the building and place in the dumpsters provided. The renter is responsible for finding and paying the wages for an Officer to police the dance. Any time alcohol is served there must be a deputy present and the alcohol off premise permit must be displayed.
4. **EXEMPT GROUPS:** No charge for the following: blood drives; city related meetings including city council, park board and golf course; Forman Library, Forman Fire Department, Sargent County EMS, Sargent County Fair Board, Memorial Day and Veteran's Day programs; community exercise classes (when auditorium is available) walking; benefits for a grave illness or home destruction of a city resident.
5. Kitchen only rental is **\$50.00** per day with a **\$75.00** deposit.
6. Conference room use rental is **\$15.00** per day.

Set-up and clean-up charge will be **\$15.00** per hour per city employee if needed. All fees are to be collected prior to the event. No city property of any kind shall be removed from the premises.

Deposits will be returned if everything is cleaned accordingly, if there is no damage and no city property is missing. If not, only a portion will be refunded depending on the amount of time spent cleaning, damage done or property missing.

Forman City Hall Rental Terms and Conditions

_____ **Damage:** The renter is responsible for all damage to the hall that arises from or is related to the rental of the hall, including, but not limited to, loss, damage or breakage which, might occur during the rental period to dishes, silverware, kitchen equipment, building or other property, which loss or damage shall be calculated at replacement cost to the City of Forman.

_____ **Alcoholic Beverages.** If the renter intends to serve alcohol at its event, it must be served through one of the local bars who shall obtain an off premise permit at least five days prior to the rental period. Renter may not bring in any alcoholic beverages. No alcoholic beverages are to be consumed outside the hall. No alcohol is to be consumed by minors. No alcohol may be consumed after 1:00 AM.

_____ **Capacity.** The maximum capacity for the hall is 250 persons. By initialing, renter certifies that there will be no more than 250 persons in attendance at the event.

_____ **Smoking. Smoking is not permitted anywhere within building. In accordance with State law, smoking will only be allowed in the designated smoking area outside of the building.**

_____ **Hall Cleaning:**

Renter is responsible for leaving the hall clean after you have used it.

Cleaning supplies are in the boiler room—louvered door next to the kitchen

- Wipe down all tables and chairs provided by the City.
- Clean up all trash on the premises and putting it into black plastic garbage bags
- Trash should be deposited into the outside garbage bins.
 - o *(left hand door at back of hall on the far side of the ambulance)*
- Keep sidewalk free of trash and debris.
- Sweep the auditorium floor
- Mop the floor
 - o *Use clean hot water with ½ cup of Renew. The mop bucket water should be changed at least three times to ensure the floor gets clean.*
- All but three tables with chairs need to be put away
- Vacuum the hall rug and entrance carpeting

If the kitchen facility is used:

- Wipe down the window
- Clean all coffee pots and dishes
- Wipe down counters and sinks
- Clean stoves, ovens and all surfaces
- Leave soiled linens in the sink - do not take them home to wash.

- Lock all doors and turn out the lights - be sure to double check back & side doors.
- Leave the key in the drop box out front

_____ **Kitchen Facility:** If renting the kitchen facility, the renter has use of all appliances, dishes, silverware, pots and pans and utensils. The renter may **NOT** use any paper products, coffee or condiments stored in the kitchen area unless those items belong to your group (i.e.: blood drive, community club).

_____ **Rental Fees.** Rental fees for use of the hall are due on or before the date of the event.

_____ **Security Deposit.** A security deposit of \$75 shall be paid to secure the requested date of event and full and faithful performance of all terms and conditions. If all conditions are met, the security deposit will be refunded.