



**City of Rice**  
 205 Main St E – PO Box 179  
 Rice, MN 56367  
 320 393-2280



**City of Rice, Minnesota**  
**Building Rental Application**

Submit this Building Rental Application to the City Clerk at least three days prior to the event. Requests for the use of any building are not reserved until this application has been received and proper rental payment has been processed in accordance with the City of Rice Building Rental & Use Policy. Incomplete applications will not be processed.

**INDICATE BUILDING:** Lions Building \_\_\_\_\_ Old Village Hall \_\_\_\_\_

**DATE AND TIME OF RENTAL:**

Date(s) of Rental: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (include time to set-up/clean-up)

**INDIVIDUAL INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

**ORGANIZATION/COMPANY INFORMATION:**

Name of Organization/Company: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

**RATE INFORMATION:**

Class II: \$20.00/Day or Special Event \$30.00 per Quarter or Regular Meeting Request  
 Class III: \$65.00/Day plus Tax (6.875% = \$4.47) = \$69.47  
 Class IV: \$90.00/Day plus Tax (6.875% = \$6.19) = \$96.19

**PAYMENT MUST ACCOMPANY RENTAL APPLICATION**



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**EVENT INFORMATION:**

Briefly describe the event and activities, including any entertainment:

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Estimated Attendance: \_\_\_\_\_ Will alcohol be served/allowed? YES NO

Will food be served? YES NO Will Alcohol be SOLD? YES NO

IF ALCOHOL IS MARKED YES:

**APPLICANT RESPONSIBLE FOR PROVIDING CITY OF RICE LIQUOR LIABILITY INSURANCE POLICY, PROVIDING COVERAGE OF \$1,000,000 NAMING THE CITY AS AN ADDITIONAL INSURED**

**APPLICANT MUST COMPLY WITH ALL ALCOHOL LICENSING REQUIREMENTS**

Rental payment must accompany this application. Applications remitted without payment will not hold reservation of building(s) or date(s). Checks should be made payable to “City of Rice”. If the check is dishonored, your event will be cancelled by the City.

A security deposit of \$100.00 must be remitted. Events with expected attendance of 250+ will also be required to obtain a Large Gathering Permit in conjunction with the Building Rental Application. The deposit shall be remitted to the City Clerk before the key for the building is released to the renter. Unused deposits will be provided to the renter within 10 business days concluding the event to allow for ample time for inspection of the premises. Damages, key misuse or loss, ordinance violations, or violations of the Building Rental Policy will be charged against the Damage Deposit. See the Building Rental & Use Policy for more information concerning rates, deposits, cancellations as well as other building regulations and requirements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR CITY USE ONLY:** Reservation Application Approved? YES NO

Rental Payment Amount Received: \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Security Deposit Amount Received: \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Returned: \_\_\_\_\_

IF Insurance is required for Alcohol Use/Consumption: Date Insurance Certificate is received: \_\_\_\_\_

Revised January 23<sup>rd</sup>, 2019



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**City of Rice**  
**Responsibility Form and Rental Agreement**

This rental agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, between \_\_\_\_\_ and the City of Rice.

PRINT NAME(S)

I understand that I am solely responsible for myself, my guests, and the visitors between the arrival date(s) of \_\_\_\_\_ and the departure date(s) of \_\_\_\_\_. I release the City of Rice from personal injury or loss of personal property during my stay in this facility. I understand that the property shall be used for the purposes as disclosed and approved on my Building Rental Application.

I understand that the City of Rice prohibits underage alcohol consumption, and/or excessive disturbance of any kind. Excessive loud noise or loud music is prohibited. The definition of excessive disturbance will be determined by the City of Rice and/or Police Department on an “as needed” basis. I understand that if law enforcement is called to this property, we may be asked to vacate the property immediately without refund of rental fees, etc.

I understand that no refunds of rental fees will be granted for malfunction or breakdown of appliances, air conditioning, or other supplied equipment. I understand that no rental fees will be refunded should I be forced to evacuate as a result of a tornado or other acts of God.

I also promise, not to act in a loud, boisterous, unruly or thoughtless manner or disturb the right of other residents in the neighborhood or allow my guests to do so; to use the property only as described and approved in the Building Rental application, and not in any way that is illegal, not to use or store any flammable or explosive substances; not to interfere in the management and operation of the Public Facility, not to place on the walls or allow my guest to place on the walls any tape, racks, nails signs, ads, or decorations unless non-marring tape is used.

I understand that I may not assign the Rental Agreement without written consent of the City. I, as the tenant, agree to indemnify and hold harmless the City, and the City’s agents, employees, and Council Members from and against, any claims, damages, losses, and expenses, including reasonable attorney’s fees, in case of any and all actions, legal or otherwise, against the City arising out of the use of the premises by me or my guests. I, as the tenant, agree that this means that if the City is sued by any party or person who claims that the City is liable because of actions or inactions by me or my guests at the premises, for any reason, I agree to provide a defense for the City against any such lawsuit, and agree to pay for the City’s attorney’s fees if any such lawsuit is brought. If any court finds that the City is liable to any other party for any such claim, I as the tenant, agree to pay the costs of the City’s liability to the third person who brought the suit. This protection for the City extends to the City’s agents, people that work for the City, and members of the City.



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I hereby RELEASE, WAIVE, DISCHARGE, AND CONVENANT NOT TO SUE, the City of Rice, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action, whatsoever arising out of or related to any loss, damage, injury, including death, that may be sustained by me, or to any property belonging to me, while on or upon the promises where the event is being conducted.

It is my expressed intent that this release and hold harmless agreement shall bind members of my family, and spouse, if I am alive, and my heirs, assigns, and personal representative if I am deceased.

I acknowledge and represent that I have READ AND UNDERSTAND THIS AGREEMENT. I UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed; no oral representations, statements, or inducements, apart from the forgoing written agreements have been made; and I execute this AGREEMENT FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY THE SAME.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CITY OF RICE - SIGNATURE

Revised January 23<sup>rd</sup>, 2019