

City Of Sawyer Hall/Pavilion Rental

Responsible Party Name: _____ Phone # _____

Address: _____

Date(s) Requested for Event: _____

Start Time: _____ End Time: _____ Nature of Event: _____

Circle One: Public Invite Only Are you allowing alcoholic beverages? Yes No

Event Insurance is Required for all events at responsible parties expense, Policy # _____

Including set up, day of event, and tear down, please mark the appropriate line:

_____ City Hall & Pavillion Rental (Monthly)	\$400
_____ City Hall & Pavilion Rental (Per Week)	\$125
_____ City Hall & Pavillion Rental (Per Day)	\$75
_____ Table rental for events outside of City Hall.	\$10 per table
_____ Deposit on any rental	\$50

Utilities (water and electric) additional cost to be assesed before and after event

**All tables and chairs are included in rental price of use of the City Hall/Pavilion.*

Liability Statement

The City of Sawyer, its trustees, agents, officers, and employees assume no responsibility for the person of anyone using the City Hall. The responsible party named above shall remove all personal items and property brought into the hall at the conclusion of the function unless prior arrangements have been made with the City. The Responsible party and all guests will be responsible for compliance and adherence to the City of Sawyer City Hall/Pavilion Policies and Procedures of the rental agreement. In consideration of the use of the Sawyer City Hall/Pavilion, the reserving responsible party agrees to indemnify the City of Sawyer, its trustees, officers, agents, and employees and hold the harmless from and against any and all liabilities including damage, injury, death, disability, property theft, expense, cause of action, suits. Claims or judgments arising from or related to injury to persons or property occurring in or about the premises and upon the adjoining sidewalks, streets or ways which may arise from the City of Sawyer's ownership and management of the premises, or from any action or omission of the reserving responsible party, its agents, employees, guest, or licensees, or from any cause whatsoever. Damages to building or City property will be billed to the responsible party.

I have read, understand, and agree to the guidelines and regulations stated in the attached Facility Use Policy and Procedures as well as the above liability statement.

Responsible Party Signature

Date

CITY OF SAWYER USE ONLY:

KEY # _____

☐ Special Event Permit Required	YES	NO	Permit# _____
☐ City Hall/Pavilion left in as good or better condition	YES	NO	Damages _____
☐ Deposit \$ _____ Check # _____ Cash _____			Date deposit returned _____

City Of Sawyer

Facility Policies and Procedures

*We appreciate the opportunity to provide our facility for your use. Please take a few minutes to review our policies and procedures. Any exceptions to these policies and procedures should be pre-approved by the City Council or City Hall Staff and communicated accordingly. Please direct all questions to the City Hall at (701) 624-5649. **The City of Sawyer reserves the right to refuse to rent to any party violating the terms of agreement, policies, or procedures.*

General Information

- *Applications must be submitted at least 1 month prior to the requested event date.*
- *Deposit is due at the time the application is turned in. The full rental amount is due at the time of key pick up.*
- *Special Use Permits (Alcohol Served by one of the bars) – Bar owners with a liquore license will need to file for this permit and make the arrangements for a Ward County Police Officer for the event.*
- *If serving alcohol yourself, it is state law that you cannot sell alcohol without a license, you can however supply a “Donation Jar.”*
- *Event insurance is required for all events at applicants expense.*
- *All events must be completed by 2 AM. The City of Sawyer noise ordinance, which in part, restricts most noise after 1 AM.*
- *The City Hall is a smoke-free building. Smoking is NOT allowed inside.*
- *The applicant is responsible for room setup and take down. (Clean-up is to be completed within the time of your scheduled rental agreement of your event unless other arrangements are approved by the City Council.)*
- *Decorations may be put up with sticky putty, masking tape or thumb tacks or other products approved by City Hall Staff. No staples, duct tape or nails are to be used in the Pavilion.*

At Time of Check Out

- ☐ *The outside area must be cleaned of all debris such as cans, cups, garbage. Ect.*
- ☐ *All tables and chairs are to be wiped down and stacked neatly when done using.*
- ☐ *Wipe off all kitchen counter areas, tables and chairs used.*
- ☐ *Sweep and mop areas used -- this includes bathrooms.*
- ☐ *Take garbage out to dumpster behind the Fire Hall.*
- ☐ *All Lights are turned off.*
- ☐ *All doors are locked.*