

LITTLE CANADA OLD FIRE HALL
440 Little Canada Road East, Little Canada, MN, 55117

RENTAL RULES AND REGULATIONS

The following rules and regulations have been implemented by the City of Little Canada in association with rentals of the lower level of the Old Fire Hall.

APPLICATION PROCESS

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RENTAL FEES and SECURITY/DAMAGE/CLEANING DEPOSIT

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- **\$100** Monday-Thursday (9 a.m.-Midnight)
- **\$100** Friday, Saturday, Sunday, and Holidays (9 a.m.-6 p.m)
- **\$180** Friday, Saturday, Sunday, and Holidays (6 p.m.-Midnight)
(**OR** for day use that goes past 6 p.m.)

A security/damage/cleaning **deposit of \$350.00 is also required** at the time of the rental. This fee is refundable only if all rental rules and regulations are followed and subject to an inspection of the premises. A check for the deposit will be returned by mail to the applicant listed on the permit within three (3) weeks of the event if no deductions are necessary.

Rental hours shall begin no earlier than 9:00 a.m. and your event **must conclude no later than 12 o'clock midnight**. A small clean-up group will be allowed on the premises past midnight for the sole purpose of cleaning the facility. Clean-up must be concluded by 1:00 a.m. Rental hours include set-up and clean-up times.

The City shall not accept application for use without payment of the rental fee and security deposit.

The renter is responsible for picking up the Old Fire Hall key. The key and alarm code must be picked up during workday hours, Monday-Friday, 8:00 a.m. to 4:30 p.m. All or a portion of your deposit will be forfeited if a city employee is required to open the hall for your event. **Key and alarm code instructions must be returned after use.**

CANCELLATION

a. By Renter:

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2. Renter understands and agrees that fees paid by Renter are refundable only as stated in these Rules and Regulations.
3. This Application may not be assigned or transferred. The Renter may not sublet the facility premises.
4. The Old Fire Hall is a tobacco-free building and use of tobacco of any kind is prohibited throughout the facility. The use of illegal chemical substances in any form is also prohibited.

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The renter is responsible for picking up the Old Fire Hall key. The key and alarm code must be picked up during workday hours, Monday-Friday, 8:00 a.m. to 4:30 p.m. All or a portion of your deposit will be forfeited if a city employee is required to open the hall for your event. **Key and alarm code instructions must be returned after use.**

CANCELLATION

a. By Renter:

Renter may cancel this facility permit agreement by giving written notice to the City. If notice is received by the City sixty (60) or more days prior to the date of use, all fees paid to the City shall be refunded to the renter. If notice is received by the City less than sixty (60) days before the date of use, the City shall retain a \$30 application fee.

b. By City:

The City reserves the right to cancel facility permits up to 48 hours prior to the date of use; or at any time when a state of emergency is declared by the City, or in the opinion of the City unsafe environmental conditions exist, or if utility services are interrupted. In the case of on-going, repetitive usages by a renter, the City reserves the right to cancel the facility permit with two weeks notice for City-sponsored or City-affiliated events. If cancellation occurs, the Renter agrees that the City shall have no responsibility or liability for any disruption or damages or loss which Renter may suffer or incur due to such cancellation. The City will attempt to notify Renter as soon as possible if cancellation is necessary. All fees paid to the City shall be refunded to the Renter if this facility permit is cancelled pursuant to this paragraph.

ALCOHOL

1. The sale of alcohol is prohibited under any rental arrangement.
2. Alcohol may be on site without charge of any type as long as the renter provides a **Certificate of Insurance including host liquor liability coverage with the minimum limits of \$300,000 for single claim and \$750,000 for any number of claims arising out of a single occurrence. Also include the location, Little Canada Old Fire Hall, and the date of the event on the certificate.**
3. Alcohol is **not permitted** on site without meeting the above criteria.

USE OF FACILITY

The Renter shall abide by the following rules with regard to the use of the facility:

1. **Renter will be present during the entire rental time listed on the application.**
2. Renter understands and agrees that fees paid by Renter are refundable only as stated in these Rules and Regulations.
3. This Application may not be assigned or transferred. The Renter may not sublet the facility premises.
4. The Old Fire Hall is a tobacco-free building and use of tobacco of any kind is prohibited throughout the facility. The use of illegal chemical substances in any form is also prohibited.

LITTLE CANADA OLD FIRE HALL
440 Little Canada Road East, Little Canada, MN, 55117

RENTAL RULES AND REGULATIONS

The following rules and regulations have been implemented by the City of Little Canada in association with rentals of the lower level of the Old Fire Hall.

APPLICATION PROCESS

This facility will only be rented to **residents** of the City of Little Canada. Persons requesting rental space must be 21 years of age or older.

A reservation of the Old Fire Hall will be considered only after a completed facility permit application form, insurance form (if applicable), rental fee, and security deposit are received at the City Center. Reservations are confirmed only after applicant receives written approval from the City.

RENTAL FEES and SECURITY/DAMAGE/CLEANING DEPOSIT

The rental fees for the lower level of the Old Fire Hall are as follows:

- **\$100** Monday-Thursday (9 a.m.-Midnight)
- **\$100** Friday, Saturday, Sunday, and Holidays (9 a.m.-6 p.m)
- **\$180** Friday, Saturday, Sunday, and Holidays (6 p.m.-Midnight)
(**OR** for day use that goes past 6 p.m.)

A security/damage/cleaning **deposit of \$350.00 is also required** at the time of the rental. This fee is refundable only if all rental rules and regulations are followed and subject to an inspection of the premises. A check for the deposit will be returned by mail to the applicant listed on the permit within three (3) weeks of the event if no deductions are necessary.

Rental hours shall begin no earlier than 9:00 a.m. and your event **must conclude no later than 12 o'clock midnight**. A small clean-up group will be allowed on the premises past midnight for the sole purpose of cleaning the facility. Clean-up must be concluded by 1:00 a.m. Rental hours include set-up and clean-up times.

The City shall not accept application for use without payment of the rental fee and security deposit.

The renter is responsible for picking up the Old Fire Hall key. The key and alarm code must be picked up during workday hours, Monday-Friday, 8:00 a.m. to 4:30 p.m. All or a portion of your deposit will be forfeited if a city employee is required to open the hall for your event. **Key and alarm code instructions must be returned after use.**

CANCELLATION

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3. Alcohol is **not permitted** on site without meeting the above criteria.

USE OF FACILITY

The Renter shall abide by the following rules with regard to the use of the facility:

1. **Renter will be present during the entire rental time listed on the application.**
2. Renter understands and agrees that fees paid by Renter are refundable only as stated in these Rules and Regulations.
3. This Application may not be assigned or transferred. The Renter may not sublet the facility premises.
4. The Old Fire Hall is a tobacco-free building and use of tobacco of any kind is prohibited throughout the facility. The use of illegal chemical substances in any form is also prohibited.

LITTLE CANADA OLD FIRE HALL
440 Little Canada Road East, Little Canada, MN, 55117

RENTAL RULES AND REGULATIONS

The following rules and regulations have been implemented by the City of Little Canada in association with rentals of the lower level of the Old Fire Hall.

APPLICATION PROCESS

This facility will only be rented to **residents** of the City of Little Canada. Persons requesting rental space must be 21 years of age or older.

A reservation of the Old Fire Hall will be considered only after a completed facility permit application form, insurance form (if applicable), rental fee, and security deposit are received at the City Center. Reservations are confirmed only after applicant receives written approval from the City.

RENTAL FEES and SECURITY/DAMAGE/CLEANING DEPOSIT

The rental fees for the lower level of the Old Fire Hall are as follows:

- **\$100** Monday-Thursday (9 a.m.-Midnight)
- **\$100** Friday, Saturday, Sunday, and Holidays (9 a.m.-6 p.m)
- **\$180** Friday, Saturday, Sunday, and Holidays (6 p.m.-Midnight)
(**OR** for day use that goes past 6 p.m.)

A security/damage/cleaning **deposit of \$350.00 is also required** at the time of the rental. This fee is refundable only if all rental rules and regulations are followed and subject to an inspection of the premises. A check for the deposit will be returned by mail to the applicant listed on the permit within three (3) weeks of the event if no deductions are necessary.

Rental hours shall begin no earlier than 9:00 a.m. and your event **must conclude no later than 12 o'clock midnight**. A small clean-up group will be allowed on the premises past midnight for the sole purpose of cleaning the facility. Clean-up must be concluded by 1:00 a.m. Rental hours include set-up and clean-up times.

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The renter is responsible for picking up the Old Fire Hall key. The key and alarm code must be picked up during workday hours, Monday-Friday, 8:00 a.m. to 4:30 p.m. All or a portion of your deposit will be forfeited if a city employee is required to open the hall for your event. **Key and alarm code instructions must be returned after use.**

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USE OF FACILITY

The Renter shall abide by the following rules with regard to the use of the facility:

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4. The Old Fire Hall is a tobacco-free building and use of tobacco of any kind is prohibited throughout the facility. The use of illegal chemical substances in any form is also prohibited.

LITTLE CANADA OLD FIRE HALL
440 Little Canada Road East, Little Canada, MN, 55117

RENTAL RULES AND REGULATIONS

The following rules and regulations have been implemented by the City of Little Canada in association with rentals of the lower level of the Old Fire Hall.

APPLICATION PROCESS

This facility will only be rented to **residents** of the City of Little Canada. Persons requesting rental space must be 21 years of age or older.

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RENTAL FEES and SECURITY/DAMAGE/CLEANING DEPOSIT

The rental fees for the lower level of the Old Fire Hall are as follows:

- **\$100** Monday-Thursday (9 a.m.-Midnight)
- **\$100** Friday, Saturday, Sunday, and Holidays (9 a.m.-6 p.m)
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The renter is responsible for picking up the Old Fire Hall key. The key and alarm code must be picked up during workday hours, Monday-Friday, 8:00 a.m. to 4:30 p.m. All or a portion of your deposit will be forfeited if a city employee is required to open the hall for your event. **Key and alarm code instructions must be returned after use.**

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LITTLE CANADA OLD FIRE HALL
440 Little Canada Road East, Little Canada, MN, 55117

RENTAL RULES AND REGULATIONS

The following rules and regulations have been implemented by the City of Little Canada in association with rentals of the lower level of the Old Fire Hall.

APPLICATION PROCESS

This facility will only be rented to **residents** of the City of Little Canada. Persons requesting rental space must be 21 years of age or older.

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RENTAL FEES and SECURITY/DAMAGE/CLEANING DEPOSIT

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