

**City of Osseo Community Room Rental Contract**  
13712 8<sup>th</sup> Street, Osseo, WI 54758 (715) 597-2207

**City of Osseo Resident Rental Fee:** .....\$75.00 per day\*  
Cleaning Deposit .....\$50.00

**Non-Resident Rental Fee:** ..... \$100.00 per day\*  
Cleaning Deposit .....\$ 50.00

At the discretion of the Clerk, the \$50 deposit will be refunded within two weeks of the event providing the lessee cleans and replaces all tables and chairs as found when renter arrives. Charges for any property damage will be billed to the lessee. Local, civic and charitable organizations may apply to have the rental fee waived at the discretion of the City Council.

**WE RESERVE THE RIGHT TO CANCEL RESERVATIONS MADE MORE THAN 6 MONTHS IN BEFORE THE EVENT: This is a reservation agreement only.** It shall not be deemed to be binding upon the City of Osseo if the date the reservation was made is more than six (6) months in advance of the agreed-upon rental date. **Persons making reservations more than six (6) months in advance of the agreed-upon rental date must contact the City Clerk’s office to confirm whether or not their reservation will be honored and must do so between 150 and 180 days prior to the agreed-upon rental date.** The City of Osseo reserves the right to cancel the reservation at any time up to six (6) months prior to the advance of the proposed rental date. Reservations are offered to the public as a courtesy only and by accepting a reservation more than six (6) months in advance of the proposed rental date the City is not guaranteeing that the room will be available; but is simply agreeing to hold the date open in the name of the person making the reservation. As such, the City and the undersigned renter agree and acknowledge that the City is not liable to the renter for any losses, damages, or other injuries which the renter might suffer as a result of the unavailability of the hall on the date in question should the City exercise its right to cancel the reservation.

- ALCOHOLIC BEVERAGES:** There will be NO alcoholic beverages allowed in the City of Osseo Community Room.
- MINORS:** Rental/lease agreement must be signed by a responsible adult and any type of activity involving minors must be supervised by an adult advisor.
- HOURS:** The Community Room hours of operation will extend until 11:00 pm Monday through Sunday.
- KEY:** No keys will be distributed. A designated city employee will arrange to open the facility no earlier than 8:00 a.m. (unless specific arrangements are made in advance).
- TABLES:** There are table and chairs for approximately 88 people available. At no time shall the tables or chairs be removed from the Community Room.
- DECORATING:** Table decorations only will be allowed. No tape, push pins, nails etc. on any wall, ceiling or woodwork.
- KITCHEN:** There will be no cooking or food preparation allowed in kitchen. The kitchen is a warming kitchen only. **DO NOT DUMP COFFEE GROUNDS DOWN THE SINK.**
- CLOSING:** Make sure all tables and chairs are put back as the renter finds them and report any damage to the Clerk immediately following the event. The Osseo Police Department will lock the facility once the event is over. Please call (715) 533-1777 and wait for officer to arrive before leaving the facility.
- GARBAGE:** Renter is responsible for providing their own garbage bags and removing all garbage from premises. Any garbage left in the Community Room or found on city property, will be charged for and taken out of the cleaning deposit.
- BUSINESS USE:** Use of the Community Room for more than three business days for business purposes must have prior Council approval.
- LOST ITEMS:** The City of Osseo is not responsible for supplies or articles left on the premises.
- REFUND POLICY:** Fee is fully refundable if reservation is canceled at least two weeks prior to the event; no refund if canceled less than two weeks in advance.

**THE LESSEE IS RESPONSIBLE FOR THE TERMS OF THIS AGREEMENT.**

**INDEMNIFICATION:** The Lessee agrees to indemnify and save harmless the Lessor against and from any and all claims by or on behalf of any person(s), firm(s), corporation(s), arising from the conduct of or management about the demised premises, or from any accident in or on the demised premises, and will further indemnify and save the Lessor harmless against and from any and all claims arising from any breach or default on the part of Lessee and the performance of any covenant or agreement on that part of the Lessee to be performed pursuant to the terms of this lease, arising from any act or negligence of the Lessee, or any of its agents, contractors, servants, employees, invitees, or persons which Lessee allows upon the demised premises, and from and against all costs, attorney fees, expenses and liabilities incurred on or about any such claim or action proceeding brought thereon; excepting therefrom only the negligent acts of the Lessor or its agents or employees; and in case any action or proceeding brought against the Lessor by reason of any such claim, the Lessee upon notice from the Lessor covenants to resist or defend at Lessee’s expense such action or proceeding by legal counsel reasonably satisfactory to the Lessor.

Lessee's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_

Lessee's Signature \_\_\_\_\_

Date Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Deposit Refund \$ \_\_\_\_\_ Date Refunded \_\_\_\_\_