



1924 Town Road  
Two Harbors, MN 55616  
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Approved 1/21/2025

### RENTAL AGREEMENT for TOWN HALL, PAVILION, OR BOARD MEETING ROOM

In consideration for the use of

Historic Town Hall  Historic Town Hall & Pavilion  Board Meeting Room

For the purpose of: Event \_\_\_\_\_ or Recurring Class \_\_\_\_\_

on the following date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ Expected Duration: \_\_\_\_\_

**Exclusions & Notes:** Board Meeting Room unavailable Tuesdays. Pavilion and Historic Hall available May 15 through Oct 15 only. Pavilion must be rented with Historic Hall. Recurring events (classes) limited to Mondays-Thursdays. Reservations will not be taken more than 180 days ahead of an event.

#### 2023 Rates

     \$250 Refundable \$250 Damage Deposit – required for all events.  
     Refundable additional \$250 Damage Deposit if alcohol will be served at event (rules below)

**Silver Creek Residents** – *To receive the lower Resident rate, the resident must sign the contract and pay the fee.*

     One Day Event: \$75 for Historic Hall; or \$150 for Hall & Pavilion (seasonal only); or \$75 for Board Meeting Room  
     Weekend Event: \$150 for Historic Hall; or \$225 for Hall & Pavilion (seasonal only)  
     Recurring (Classes): 4 sessions in same month \$100; Hall & Pavilion (seasonal only)

#### **Non-Residents**

     One Day Event: \$100 for Historic Hall; or \$250 for Hall & Pavilion; or \$100 for Board Meeting Room  
     Weekend Event: \$200 for Historic Hall; or \$375 for Hall & Pavilion  
     Recurring (Classes): 4 sessions in same month \$125

The undersigned agrees as follows:

1. To deposit with the Town Clerk, on the date of this agreement, the sum of \$250 as and for the reimbursement to the Town of Silver Creek for any expense or damage incurred or suffered by the Town of Silver Creek. If all terms and conditions are fully complied with, and the Town Hall/Pavilion found to be in a good state and condition, the security deposit shall be returned.
2. To clean the Town Hall/Pavilion, kitchen area, bathrooms and adjacent premises after use and leave in good condition and repair.
3. Return any and all keys to the Town Clerk.
4. To pay for the replacement or repair of damage to the Town Hall/Pavilion or any of its contents caused during the use of the Town Hall/Pavilion.
5. To conform to and obey all governmental rules and regulations, as may be established by the Silver Creek Town Board respecting the use of the Town Hall and Pavilion.
6. **No smoking or drugs in any buildings.**
7. **Alcohol use associated with a rental will be permitted in the Pavilion with the following conditions:**
  - Additional damage deposit of \$250 will be required
  - An off-duty police officer must be present for the entire time alcohol is served – please attach copy of Post License
  - Quiet hours begin at 10:00 p.m.
  - Renter to provide liability insurance (event insurance) in the amount of \$1.5 million– please attach proof of coverage
  - Sale of alcohol is not allowed
8. **Damage deposits will be forfeited upon violation of these rules**
9. No overnight use permitted within the facilities.
10. No amplified music allowed outdoors.
11. Cancellations occurring less than 30 days prior to event date will result in forfeiture of rental fees.

I, \_\_\_\_\_, representing \_\_\_\_\_ (organization)

Agree to defend, indemnify, and hold harmless the Town, its officers and employees against any and all liability, loss, costs, damages, and expenses, which the Town, its officers and employees may hereafter sustain, incur, or be required to pay arising out of this contract. I understand that my group and I will abide by all the rules set forth above and agree we are monetarily responsible for any damage to the premises over and above normal wear and tear for our use of the premises on the date stated above.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_