



## **RESERVATIONS**

### **Follow these 3 simple steps:**

1. To find more information about the Meeting Room:  
Call City Hall 320-356-7922.

Schedule a visit to the facility and we will be happy to give you a tour.

2. Check your event date and facility availability.

3. Complete the paperwork listed below and submit your request along with your fees and a copy of driver's license via mail or in-person to:

**City of Avon**

**Box 69**

**Avon, MN 56310**

Rental Facility Deposit,/Cleaning/Key and Rental Hourly Fees paid in full via cash, check .

### **Special Notes:**

1. Facilities may be reserved up to 12 months in advance of your event and receipt of your deposit.
2. Applicants must be at least 21 years of age and be present throughout the entire rental period.
3. The person signing the form will be considered the responsible party in case of damage, theft, disturbance or failure to observe all designated rules.
4. All minors must have adequate adult supervision.
5. Reservation time must include the time needed for set up and clean-up. Usage beyond scheduled time will be billed at twice the regular rate.
6. Only rooms specified in the rental agreement will be available for your use on the day of your event. Rooms not specified may be occupied by other groups during your event.
7. Time and date changes will be accepted in writing, a minimum of 30 days prior to the event, subject to facility and City Staff availability. Additional rental time must be paid at the time of request.
8. Smoking is allowed in designated outdoor areas only. Smoking is not permitted in any City Building or within 25 feet of any building entrance.
9. Pets are not allowed. Service dogs are always welcome. Any damages will be taken out of the Building Deposit.

## **DEPOSITS AND FEES**

**Payment of Rental Facility Deposit/Cleaning/Key Deposit (if applicable) and Rental Hourly Fee are due at the time of application. Please contact the City of Avon to determine your deposit and rental fee. We accept cash, checks, money orders. For multiple date users, a payment plan is available.**

### **Facility Rental Damage/Cleaning/Key Deposit:**

\$50.00 Deposit City Hall Meeting Room/Kitchen

\$100.00 Rental of City Hall Meeting Room/Kitchen

Damage deposits are 100% refundable provided the following conditions are met:

The room and facility (including outside area) are left in a clean and orderly manner per the Facility Cleaning Procedures.

- Use of the facility does not exceed the scheduled time.
- Additional staff time is not required as part of the rental.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol and smoking are met.
- All doors and windows are closed and locked.
- All rules and procedures governing City of Avon facility use are met.

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceed the amount of the damage deposit, the rental group will be billed for those additional costs. Janitorial service will be billed at \$75.00/hour and repairs will be billed for the full replacement cost incurred, including labor charges. For rentals that are issued keys, lost or damaged keys will result in a forfeiture of the \$50.00 key deposit. Deposits will be refunded via check within 30 days post event.

### **Cancellation Policy**

Deposits will be refunded per the schedule below.

Cancellations made 30 or more days prior to the event will result in a full refund of Deposit.

Cancellations made 29 or less days prior to your event will result in a loss of deposit unless room is rented in the meantime.

### **Pre-inspection:**

Inspect the facility with the Pre-inspection Form and notate any damage prior to your event. The form must be turned in with the key to the City of Avon prior to deposit being returned.

### **Loading, Delivery and Storage:**

City Staff are not authorized to sign for your deliveries due to space and security concerns. Please note: The City is not responsible for any items brought into rental facilities.

Items cannot be stored for your event.

For deliveries of furniture or equipment, please discuss details with City Staff at least 2 weeks prior to your event.

### **Food and Beverages:**

Food and beverages are welcome at all City Facilities. Kitchens and amenities vary among facilities, so please contact City Staff for specific needs.

Renters may bring in their own food, have food prepared off-site and delivered, or have the event catered.

Food and trash remaining after the event must be properly disposed of by the renter in the dumpster provided or removed from the premises by the renter.

Alcohol is **prohibited at any time in the City Building.**

### **Decorations**

Free standing decorations are welcome provided they are removed at the end of your event.

No decorations shall be attached to walls, lights, doors or ceiling.

Birdseed, rice, confetti, glitter, sparkles, dry ice, fog/smoke machines and dance wax etc. are not permitted inside or on the adjacent grounds.

The use of burning candles or any other type of open flames is not allowed. Sterno cans for chafing dishes are allowed.

### **Facility Cleaning Procedures**

- Cleaning time is to be included in your event rental time and needs to be completed by the end of your reserved rental time. It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event. Cleaning supplies can be found under the kitchen sink. All rooms must be cleaned and left in the same condition as when you arrived. This includes the kitchen, side rooms, and restrooms, hallways, parking areas and surrounding grounds.
- Clean all counters, sinks, mirrors, appliances, tables, chairs, doors, walls, etc. with clean towels and cleanser.
- Mop floors with 2 oz. of cleanser per gallon water and rinse with clean water. (This includes the kitchen.)
- Vacuum carpet if needed
- Empty all garbage cans and reline. You are in charge of removal of your garbage (Dumpster is located next to the City Maintenance shed, 221 2<sup>nd</sup> St w, Avon)
- Tables/chairs must be cleaned and correctly aligned in their respective areas.
- All items brought into the facility must be removed.
- Turn off stove – (In the Community Building, turn off burner knobs. Unplug coffeemaker.)
- Close and lock all windows.
- Turn off all lights.
- Close and lock all doors.

### **Emergencies – 911**

**For all emergencies, please call 911. (Fire, Police, Medical.)**

**If there is something we can help you with during business hours, don't hesitate to call Avon City Hall at 320-356-7922.**

**After Hours issues that need immediate assistance. 320-267-2577**

**Post Event**

Once the your event is over and the facility has been cleaned and locked up, return your key along with your pre-inspection and facility cleaning checklists in the overnight drop box at City Hall, or in person the next business day at the City Hall Office. Once City Staff has completed the post inspection, a deposit refund check will be mailed to the person of record on your Facility Rental Application Form within 30 days.

**City Codes and Ordinances**

All relative City of Avon Codes and Ordinances will be in effect and enforced at all City of Avon facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. Codes can be viewed online at [www.cityofavonmn.com](http://www.cityofavonmn.com). The City of Avon reserves the right to terminate your event if City Staff, in good faith, perceive that you or your guests pose a risk to the safety of the persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from City Staff or the Police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event

I understand everything that I have read. I fully understand that the City Of Avon can keep my deposit if violation of any of the above rules and ordinances are violated.

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRE – INSPECTION CHECKLIST**

All sinks, counters, sinks, mirrors, appliances, tables, chairs, doors, walls etc are clean.

All vinyl floors are swept and mopped.

Carpet is vacuumed.

All garbage cans are empty and lined with garbage liners.

Tables/chairs are clean and correctly aligned in their respective areas.

No personal items have been left behind.

In the Community Building, burners and oven are off.

Coffeemaker is unplugged.

Lights are off.

All doors and windows are locked.

Please note any discrepancies and exact locations below and return to City Hall with your key:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY CONTACTS**

**For water, fire, electric and medical emergencies please call – 911**

**Please note: There is no staff available on weekends/holidays, or after 4:00 PM on weekdays.**

## **FACILITY CLEANING PROCEDURES**

- Cleaning time is to be included in your event rental time and needs to be completed by the end of your event. All rooms must be cleaned and in the same condition as when you arrived. This includes the kitchen, side rooms, restrooms, hallways, parking areas and surrounding grounds. It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event. Cleaning supplies can be found under the kitchen sink, and in the bathroom closet in the Community Building.
- Clean all counters, sinks, mirrors, appliances, tables, chairs, doors, walls, etc. with clean towels and cleanser.
- Put away all dishes and supplies used during rental.
- Sweep and then mop vinyl floors with 2 oz. of cleanser per gallon water and rinse with clean water. (This includes the kitchen.)
- Vacuum carpet.
- Empty kitchen and restroom garbage cans and reline. (Community Building dumpster is out by the parking area shed)
- Tables/chairs must be cleaned and correctly aligned in their respective areas.
- All items brought into the facility must be removed.
- Turn off stove.
- Unplug coffeemaker.
- Turn off all lights.
- Close and lock all doors and windows.

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and or repair of the facility exceed the amount of the damage deposit, the rental group will be billed for those additional costs. Janitorial service will be billed at \$75.00/hour and administrative fees billed for the full replacement cost incurred, including labor charges. For rentals that are issued keys, lost or damaged keys will result in a forfeiture of the \$50.00 key deposit per key. Deposits will be refunded within 30 days post event.