



## Braham Event Center Rental Agreement

Today's Date: \_\_\_\_\_

The Rental Agreement & Terms must be completed by an adult 18 years of age or older.

### Renter Information *(please print clearly)*

Organization: \_\_\_\_\_ Non-Profit?  Yes  No

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

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

### Event Information

Date(s) of Event: \_\_\_\_\_ Day(s) of Event: \_\_\_\_\_ How Many Days: \_\_\_\_\_

Rental Hours Day 1: Set-up Time: \_\_\_\_\_ Time Event Starts: \_\_\_\_\_ End Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Rental Hours Day 2: Set-up Time: \_\_\_\_\_ Time Event Starts: \_\_\_\_\_ End Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Type of Event (check all that apply):  Public Event  Private Event

Fundraising Event  Business Meeting  Anniversary Party  Birthday Party  Celebration of Life

Prom  Banquet/Gala  Dance  Concert  Expo/Fair  Other \_\_\_\_\_

Type of Music:  DJ  Live Band  Music over Speakers  None

Estimated Attendance: \_\_\_\_\_ Will Youth Be in Attendance?  Yes  No

Will Alcohol Be Served?  Yes  No If yes, Alcohol Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm  
*(You must use BEC's Licensed Alcohol Caterer)*

Will Food Be Served?  Yes  No (Select all that apply)  Snacks/Treats  Hors d'oeuvres  Full Meal

Who will cater your food?  Kathy's Kitchen  Other Licensed Caterer: \_\_\_\_\_

*(Outside Licensed Caterers must be approved by Kathy's Kitchen before Renter signs contract with outside licensed Caterer.)*



ALICE STUDDT LIBRARY • BRAHAM AREA FOOD SHELF • BRAHAM EVENT CENTER • KATHY'S KITCHEN • TUSEN TACK THRIFT STORE

Room(s) Requested for Rental:  Banquet Hall  Multipurpose Room  Library

Room Rental Fee (Does Not Include Damage Deposit): \$ \_\_\_\_\_

Minus Portion of Room Rental Fee Donated: \$ \_\_\_\_\_

Total Room Rental Fee Charged to Renter \$ \_\_\_\_\_

Projector/Screen (\$50): \$ \_\_\_\_\_

Sound System (Microphone) (\$50): \$ \_\_\_\_\_

*(If sound is required for projection, sound system must be rented)*

Pipe and Drape (\$100): \$ \_\_\_\_\_

Staging (\$150 - 6 people max): \$ \_\_\_\_\_

Piano (\$150 – Baby Grand) \$ \_\_\_\_\_

Set-up Fee (\$50/hour if not during rental hours): \$ \_\_\_\_\_ Date: \_\_\_\_\_ # of Hours: \_\_\_\_\_

*(Set-up fee is for outside of rental hours and is not guaranteed if BEC has other bookings. To guarantee set-up outside of your rental date and times, half-day bookings are available starting at \$350)*

**Total Rental Fee:** \$ \_\_\_\_\_ (1/2 due upon signing agreement)

-----  
Rental Fee Deposit Due Today (1/2 Total Rental Fee): \$ \_\_\_\_\_ (This deposit is non-refundable)

Form of Payment:  Cash  Check # \_\_\_\_\_  Credit Card Date Paid: \_\_\_\_\_

Balance of Rental Fee Due: \$ \_\_\_\_\_

Plus Damage Deposit: \$ \_\_\_\_\_

**Balance Due (21 days before Event Date):** \$ \_\_\_\_\_ **Due Date:** \_\_\_\_\_

If Renter prefers to make payments for the balance due before the due date, payments will be recorded on the invoice.

---

### Damage Deposit

A Damage Deposit is required for most events, especially if there is alcohol or children present at the event. The purpose of the Damage Deposit is to protect BEC financially if there were a need for repairs or cleaning costs as a result of any damages during the rental period by the Renter and/or their guests. BEC staff will review the rooms rented and contact the Renters immediately if there is any damage. Your Damage Deposit will be refunded within 21 days after your event minus any expenses incurred due to any damage by the Renter and/or guests.

Please mail my Damage Deposit to this Name and Address:

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

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

City/State/Zip: \_\_\_\_\_



## Room Setup

This form is required to be completed and turned into the BEC office at least **21 days** before the event.

### Tables and Chairs Available for Use and Included in the Rental Fee

Quantity	Size/Type of Table	# Guests per table	Seating Capacity
45	5 foot round	8	360
16	6 foot rectangle	10	160
400	Chairs	1	400

### Tables

- Banquet Hall      # of Tables: \_\_\_\_\_ Table Size: \_\_\_\_\_ # of Chairs: \_\_\_\_\_
- Multipurpose Room      # of Tables: \_\_\_\_\_ Table Size: \_\_\_\_\_ # of Chairs: \_\_\_\_\_
- Library      # of Tables: \_\_\_\_\_ Table Size: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

*(Linen rental is not provided)*

### Vendor Information

Please provide Vendor Information to BEC to confirm details in the weeks leading up to your event.

Decorator: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Floral: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Cake Decorator: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

DJ/Band: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Photographer: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Other: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Additional Notes:



## Rental Terms

Braham Event Center (BEC) is one of the five core programs operated by Tusen Tack (TT), a 501c3 nonprofit organization primarily run by volunteers. We offer competitive pricing for private rentals and discounts for community organizations. As a renter of BEC, you are supporting the community of Braham and the surrounding area.

### General Terms

1. The Renter is defined as the person signing this Rental Agreement & Terms. The Renter must at least 18 years of age.
2. Adult chaperones (21 and older) are required for youth activities. The ratio of chaperones to youth must be appropriate for the event. Children 17 and younger must be supervised by adults at all times.
3. The Renter must remain on premise during the event.
4. The rental date is not reserved until 50% of the rental fee is received by BEC, the payment has cleared through the bank process, and the Rental Agreement & Terms is signed.
5. If the event is booked more than 21 days prior to the event, the remaining balance is due 21 days before the event. If the event is booked within 21 days of the event, the full rental fees and damage deposit are due upon signing the Rental Agreement & Terms.
6. BEC staff will review the rooms rented and contact the Renter immediately if there are any damages by the Renter and/or Renter's guests. Renter's Damage Deposit will be refunded within 21 days after the event minus any expenses incurred for repairs or cleaning costs as a result of any damages made by the Renter and/or Renter's guests.
7. Under certain conditions, BEC may be forced to cancel the Rental Agreement prior to the event. Possible reasons for cancellation include but are not limited to unsafe environmental conditions or interrupted utility services. In such event, the Renter agrees that TT/BEC will not have responsibility for anything the Renter may suffer or incur due to such cancellations. TT/BEC will notify the Renter as soon as possible if such a cancellation occurs. All fees paid to BEC by the Renter shall be refunded to the Renter if the reservation is canceled by BEC for any of the above reasons.
8. BEC room rental deposits are non-refundable if canceled by the Renter. A written notice from The Renter is required to cancel.
9. Should the Renter request to reschedule a rental to a new date and time, the request must be by written notice and is dependent upon availability of the new requested rental date. All deposits from the original rental will be applied to the new date. The new rental booking is subject to rate changes. The rescheduled date must be within one year of the original requested date.
10. If the event is cancelled due to reasons outside of the control of BOTH the renter and TT/BEC, such as a declared state of emergency, BEC reserves the right to keep up to one-third (1/3) of the Rental Deposit



to cover administrative fees.

11. All checks are cashed upon receipt. This includes the damage deposit.
12. Renters and their guests may only use rooms and designated spaces per the Rental Agreement.
13. The facility may not be sublet, transferred or re-assigned by the Renter.
14. The Renter will oversee all arrangements with BEC. This will help ensure a quality event for the Renter. The Renter is responsible for making an appointment with BEC to finalize arrangements a minimum of 21 days prior to the event.
15. The Renter must arrange activities to conclude at the closing time stated on the Rental Agreement. Additional charges may be assessed for time outside of the scheduled time on the Rental Agreement.
16. The Renter may not charge admission to their event or sell merchandise unless approved by BEC.
17. No animals allowed in the building, except service animals.
18. Banquet Hall room shades, wall divider, and facility heating/cooling system must be operated by BEC staff only.
19. Renters, guests, and vendors may not prop open the exterior doors. During loading and unloading, contact TT/BEC on-site staff for assistance.
20. TT/BEC are not liable for any loss, damage, injury, or illness by the use of its facilities. Neither TT/BEC or its volunteers will be held responsible for any items left at the facility by the Renter or the Renter's guests. The Renter using the facilities, equipment, and other items owned by TT/BEC, further assumes all liability for any personal injuries, including death, caused by guests at the scheduled event.
21. BEC and its volunteers are not responsible for any problems that occur with the Renter's hired vendors.
22. BEC is a tobacco and smoke-free building. This includes no use of e-cigarettes or other vapor type products. Smoking is allowed outside in the designated areas only.
23. BEC reserves the right to assign additional staff or security at the Renter's expense when the size of the group and type of activity warrants it.
24. BEC reserves the right to inspect and regulate all private meetings, banquets, and receptions to ensure accordance with our policy.
25. An Application for a Gambling Event Permit must be obtained from the City of Braham prior to events involving raffles or lotteries.
26. A certificate of liability may be required.

### **Set-Up / Decoration Terms**

1. Rental fee includes initial room set-up, tables and chairs. See **Table and Chairs List** on the Rental Agreement for available table sizes.



2. The floor plan for the room set up should be completed at least 21 days prior to the event.
3. All decorating is to be done by the Renter or their designee.
4. Affixing or draping anything from the walls, floor or ceilings is not permitted.
5. Candles must be battery operated.
6. Balloons are allowed as long as they are fastened down. Any balloon removal from ceiling will be deducted from the damage deposit.
7. Confetti, glitter, bird seed, rice, gel beads, sparklers, fog machines, sidewalk chalk or other like items are prohibited.
8. Anything brought into BEC by the Renter and/or guests, i.e. decorations, must be removed from BEC property and taken with the Renter at the end of the event.
9. Our environment is important to us, therefore, we do recycle. All empty cardboard boxes must be collapsed and flattened by the Renter for recycling; otherwise they must be removed from BEC property and taken with the Renter at the end of the event. For your convenience, BEC has receptacles for recycling and garbage inside the building and recycle bins and dumpsters outside the south door.

## **Food Terms**

To ensure high quality and consistent service, BEC has a local onsite caterer, Kathy's Kitchen, available to cater your event. Kathy's Kitchen is owned by TT/BEC and is licensed with the State of Minnesota as a Medium Food Establishment. All rules pertaining to this licensure must be followed.

1. The Renter is allowed to bring in snacks and treats to augment the meal from a licensed kitchen, store, or restaurant which must be reviewed and approved by Kathy's Kitchen.
2. Red or purple punch/juice is not allowed.
3. If an outside caterer is preferred, contact Kathy's Kitchen for approval before Renter signs contract with outside licensed Caterer.

## **Alcoholic Beverage Terms**

To ensure high quality and consistent service, BEC has an approved licensed alcohol caterer for your event.

1. All alcoholic beverages must be provided and served by BEC's liquor caterer. The Renter is responsible to contact BEC's liquor caterer to arrange the event.
2. No outside alcohol can be brought onto BEC property (building, parking lot and patio).
3. Alcoholic beverages must be consumed on site and no alcoholic beverages are allowed outside of the building.
4. When alcohol is served, The Renter may be responsible for providing security during the event. Proof of security, if required, is due 21 days prior to the event. Security, if required, must be on duty from the



time the bar opens until all guests leave the building.

5. Individuals who appear to be intoxicated or otherwise impaired will not be served. Bartenders reserve the right to refuse services to anyone at any time.
6. Alcoholic beverage service must be discontinued 30 minutes prior to the scheduled end time of the event.
7. Per Minnesota State Law, persons under age of 21 are not permitted to purchase or consume alcoholic beverages.

By signing below, I acknowledge that:

- I have read and understand the Rental Agreement & Terms.
- I agree to follow the Rental Agreement and Terms
- As a Renter of BEC, I am supporting TT/BEC, a 501c3 nonprofit organization, the community of Braham and surrounding area.
- I agree to be responsible for my guests. Disorderly conduct of guests is prohibited and they may be asked to leave.
- BEC may order the removal of an offender, order immediate removal of all alcoholic beverages from premises, and/or immediately revoke the Rental Agreement and order all guests from the premises.
- Violation of these terms may result in the loss of your damage deposit, including additional charges for damages not covered by your damage deposit.

\_\_\_\_\_  
Renter's Printed Name

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**We look forward to working with you to make your event a success.**

***Kelly Nelson, Event Coordinator***  
***Cell: (763) 234-1553***

Braham Event Center  
(320) 396-3177  
Monday-Friday, 9:00am-4:00pm

Kathy's Kitchen  
(763) 234-1553  
By Appointment Only

Alice Studdt Library  
Monday-Friday, 9:00am-4:00pm  
East Central Regional Library Link  
Mondays, 12:00pm-4:00pm

Braham Area Food Shelf  
Thursdays, 8:00am-12:00pm  
(320) 425-9077

Tusen Tack Thrift Store  
Monday-Saturday, 9:00am-4:00pm  
(320) 396-2366