

## Sobieski Community Center (SCC) Lease Agreement

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

Name(s) \_\_\_\_\_

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

Phone number(s) \_\_\_\_\_

Type of Event: Wedding \_\_\_\_\_ Anniversary \_\_\_\_\_ Graduation \_\_\_\_\_  
Birthday \_\_\_\_\_ Family Reunion \_\_\_\_\_ Other \_\_\_\_\_

Approximate number of people attending event: \_\_\_\_\_

Note: Maximum Capacity= 450

### Pricing and Reserving:

Bookings: \$525 - Saturday only: April - October, All other bookings \$300 *please*

*Note: If wanting to ensure no bookings on the Friday before your Saturday event, please include a charge of \$125 for total cost of \$650.*

Contract and payment will need to be returned within 30 days for your date to be held.

Your reservation date will be finalized when booking manager receives contract and payment in full.

*Please note: To confirm availability, week day, and last minute bookings, please call booking manager.*

### Available Services:

- Pop is available at \$1.00 per pound
- Ice available at \$5 per pail
- Please note: The pop and ice charges must be paid in full within 15 days after your event, or an 18% charge will be added.

### Bar Options:

1. Sobieski Lions Club Bartenders / Evening Cash Bar  
Lions Club Bartenders will serve your guests for the entire event. Afternoon Reception Bar, with alcohol & beer provided by wedding party, will be served by our bartenders until 7pm. Evening Cash Bar will start at 7pm. Beer, Wine, Wine Coolers, Set-ups(Soda, O.J., Cranberry Juice, etc...), provided by the Lions Club will then be available for purchase. During evening cash bar operation your guests are allowed to bring in hard liquor to mix with set-ups. Please - NO allowance of any beer, wine, wine coolers or pop during evening cash bar.

Note: Bartender Pay Rate for Afternoon Reception Bar is \$15 / Hour  
Bartender wage for Evening Cash Bar is provided by Lions Club  
Number of bartenders will be determined by your guest count.

2. Customer provides own bartenders for entire event  
Please note rules / regulations concerning use of alcohol and abide by all federal, state and local laws regarding the consumption, display, and use of alcoholic beverages. You must provide a certificate of insurance made out to the City of Sobieski. The certificate is required to verify homeowners / renters proof on insurance coverage for liability purposes. This certificate must be on file prior to your event.

**Sobieski Community Center (SCC) Lease Agreement**

**Important Policies / Information:**

- Please ensure all minors attending your event are not served alcohol.
- Please stop the service of alcohol to an obviously intoxicated attendee of your event.
- Decorating in any manner that causes damage to walls, ceiling or floors is not permitted.
- Unsheltered candles are not permitted.
- All dances are limited to 5 hours or to Midnight.
- Cleaning requirements: All tables must be cleared of garbage, and all garbage put into the dumpster, located on North side of building.
- All guests must be exited from building and all doors locked by 1:00 AM. **NO EXCEPTIONS.**

The City of Sobieski is not responsible for any accidents or lost articles during any function held at the Sobieski Community Center and surrounding properties.

**Renters are liable and will be held responsible for any / all damage occurring to the building and grounds during the rental period.**

**Options:**

- Yes No - Will you be needing pop?
- Yes No - Will you be needing ice?
- Yes No - Will you need bartenders from the Lions Club?
- Yes No - Will you be providing bartenders?

The City of Sobieski reserves the right to assign this contract.

I HAVE READ AND AGREE TO ABOVE CONTRACT:

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**Make all payments payable to: City of Sobieski**

**A fee of \$100.00 will be charged for cancellation.**

Please note: Any April - October Saturday cancellations are non-refundable.

**Please send signed contract with payment to booking managers.**

SOBIESKI COMMUNITY CENTER  
 Kenny & Kayla Chock, Booking Managers  
 9706 Cable Road  
 Little Falls, MN 56345  
 Phone: 320-632-4144

SOBIESKI COMMUNITY CENTER  
 Building Manager  
 John Zapzalka  
 Cell: 320-630-7973  
 Home: 320-632-5799