

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: _____

**** Maximum Capacity= 450**

 Front Room ONLY Capacity= 100

Pricing and Reserving:

Bookings:

 \$650 for Saturdays during prime season - April through October

 \$200 for Fridays

 (Friday booking guarantees an early entrance for your decorating needs.)

 Total Cost of a Friday and Saturday booking is: \$850.00

 \$425 for all other bookings

 \$225 for Front Room ONLY (Not available on Saturdays during prime season)

Your booking will be pending for 30 days, during which time you will need to return the signed contract, and payment in FULL. Your booking is then finalized when received. If for any reason your contract and payment are not received in the 30day time limit, your event date(s) will return to the OPEN status. The Sobieski Community Center contract is available by mail or by visiting our website at SobieskiCC.com.

Always call the booking manager to confirm real-time availability.

Requirement for ALL events:

Certificate of Liability Insurance for Special Events must be on file before your event. This can be obtained from a Homeowners or Renters Policy. Please have your insurance company make the certificate out to **City of Sobieski** and include the **date/dates of your event**. The certificate may be emailed to: sobieskicert@gmail.com. Please obtain this certificate within the same year of your event.

Please make all payments to: City of Sobieski

Bar Options:

Please choose one of the three **Bar Options** and **Available Services**

1.) **Sobieski Lions Club Bartender(s) for entire event.**

The Sobieski Lions Club will provide bartenders to serve your guests for your entire event, which includes an Afternoon Reception Bar and an Evening Cash Bar.

Afternoon Reception Bar (AKA "Open Bar" - free to your guests) all alcohol, including beer (keg cooler provided free of charge) will be provided by the customer (wedding party). A \$17 an hour per each bartender wage during the Afternoon Reception Bar will

Sobieski Community Center (SCC) Lease Agreement

be the responsibility of the customer. The number of bartenders is determined by your guest count. Payment required on your event day.

Evening Cash Bar starts at 7pm. Any left over alcohol from the afternoon reception will now be removed from the bar area and returned to the customer, and the Lions Club bartenders will open the Cash Bar. Bartenders wage will be paid by the Lions Club for the Cash Bar. Available for purchase will be a variety of beer, wine, wine coolers, and set-ups, including pop, OJ, cranberry juice, etc... Your guests are welcome to bring in their own hard liquor bottle to mix with purchased set-ups during the cash bar. Please inform your guests of our **Strict no allowance rule**: No allowance on ANY alcohol beverage to be brought in to the Sobieski Community Center during the cash bar, with the exception of hard liquor bottle. The wedding party may be requested in assisting to remove any non-compliant guests from the premises.

2.) Bartenders for the entire event will be customers responsibility

Customer is aware and must follow all rules/regulations concerning the use of alcohol and abide by all federal, state and local laws regarding consumption, display and use of alcoholic beverages. This includes no sale, no cash exchange for alcohol by your bartenders. A \$250.00 damage deposit is required with this bar option, payable to City of Sobieski, and due on your event day.

3.) Sobieski Lions Club Bartenders with Open Bar

Sobieski Lions Club will provide bartenders for entire event.

Open Bar for entire event.

Customer will provide all alcoholic beverages.

A \$17 an hour per bartender wage is customer responsibility. Payment required on your event day. Charge of \$100 to cover Liquor Liability Insurance cost, payable to building manager prior to your event.

Available Services:

1.) Pop: \$1.25 per pound

2.) Ice: \$5.00 per 5-gallon pail (22lbs) ALL ice must be purchased from Community Center. Due to health code, Ice will not be allowed to be brought in.

Important Policies / Information:

- Absolutely **no serving alcoholic beverages to minors** during your event.
- Discontinue to serve alcoholic beverages to an obviously intoxicated attendee of your event.
- Decorating in any manner that causes damage to walls, ceiling or floors is not permitted, this includes no glitter, confetti and feathers.
- Unsheltered candles are not permitted.
- All dances are limited to 5 hours or to Midnight.

Sobieski Community Center (SCC) Lease Agreement

- Cleaning requirements: All tables must be cleared of garbage, and all garbage put into the dumpster, located on North side of building.
- All decorations and personal belongings are to be removed from the building by the end of your event.
- 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.

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.

Kenny & Kayla Chock, Booking Managers
9042 110th St.
Little Falls, MN 56345
Phone: 320-632-4144

Building Manager
John Zapzalka
320-630-7973
9765 110th St.
Little Falls, MN 56345