



Return Agreement & Payment to:  
 The Flom Community Club  
 c/o Mindy Lunde  
 PO Box 243  
 Flom MN 56541

Date Requested: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_

## Flom Hall Rental Agreement

Please call or text 218-567-8160

Rental Party: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The Purpose of this Agreement: This agreement is for the rental of the Flom Hall for the following purpose (check *all* those that apply):

	<u>Member</u>	<u>Non-member</u>
_____ Meeting or Gathering (food served)	\$60.00	\$75.00
_____ Reception & Dance	\$150.00	\$200.00
_____ Meeting Only (no food)	\$25.00	\$40.00
_____ Non-profit Fundraising Event	\$40.00	\$50.00
_____ Benefit	No Charge	\$25.00
_____ Security Guard Fee (alcohol served)	\$75.00	\$75.00
_____ <b>Security Deposit (required for all events)</b>	<b>\$75.00</b>	<b>\$75.00</b>
_____ *Optional Cleaning Fee	\$75.00	\$75.00
_____ Table Rental \$5.00/table (17 tables available)	\$ _____	\$ _____
_____ Chair Rental \$.20/chair (160 chairs available)	\$ _____	\$ _____
 <b>TOTAL DUE</b>	 <b>\$ _____</b>	 <b>\$ _____</b>

*The party renting the hall must have a **current** Flom Community Club membership to receive discounted rates. Membership dues to the Community Club must be current and membership must begin at least one year prior to renting the Hall.*

Any party interested in rental of the Flom Hall must complete this application and pay the applicable fees in **ADVANCE**.  
 The Hall is **NOT** reserved and event may not take place until all fees are paid and all forms are signed.  
 A deposit of \$75 is required to be collected at the time of reservation along with the rental fees.

### Required Clean-up & Check-out

**Meeting Date Scheduled for:** \_\_\_\_\_

A meeting must be scheduled following the event to turn in the *clean-up checklist* (on back) and inspect for any damages (Required to receive the security deposit refund.). Follow the clean-up checklist and ensure items are completed. Clean-up must be completed the day of the event if prior arrangements have not been otherwise made. All food and beverages MUST be removed and cleaned from the tables and counters before leaving the building the day of the event. **There is an optional cleaning fee of \$75 if you would like the hall cleaned for you, however, all food and beverages must be removed by the rental party before leaving. Decorations may be taken down the following day.**

### Table & Chair Rental

All tables and chair rental rates are per/day. Tables and chairs must be returned free of damage the following day of the event if no prior arrangements have been made.

Responsibilities of the Renter: By signing this agreement the renter expressly agrees to the following responsibilities:

1. To be responsible for any or all damages that occurred during the renter's use of the Flom Hall. This includes both the building structure as well as the amenities within the building (ie. tables, chairs, kitchen equipment, etc.)
2. The renter agrees to remit to the Flom Community Club any additional funds necessary to replace or repair any and all damage done to the facility during the duration of the event covered in this rental agreement.
3. To abide by all State, Federal, and local laws regarding the consumption, display, sale, and use of alcoholic beverages.
4. You must have a state license to sell any alcoholic beverages. A group may not ask, collect or have a free-will offering for contributions toward cost of liquor beverages. This constitutes a sale of alcoholic beverages.
5. The renter agrees to accept liability for the conduct and consequences of any and all minor and /or adults that may become impaired by alcoholic beverages at the event.
6. The renter agrees to release/discharge any and all claims against and defend, indemnify and hold harmless the Flom Community Club/Flom Township/Flom Pub arising out of the conduct and consequences of those present.
7. A **SECURITY GUARD** is required for all events, public or private, where alcohol is being served/consumed. The current rate is \$75 (subject to change) and the responsibility of the renter. The Flom Pub will not serve an event without a security guard present.
8. If using decorations, the renter is responsible for the removal of all decorations after the event as part of the clean-up requirements.

By signing this agreement the renters agree to abide by the terms set forth above.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Flom Community Club Representative

\_\_\_\_\_  
Date

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### **FLOM HALL INFORMATION & OPERATION**

**Call 701-219-4335 or 701-367-4949 with questions.**

- *The key to unlock the front door is located on a nail above the kitchen door entrance. Please lock both doors when leaving the building.*
- *The lights for the main hall are located on the left side of the stage in the fuse box. The three main lights are labeled. The Christmas lights may be used. Their plug in's are located on both sides of the hall.*
- *The outlets on the east side work best for food service. There are three separate circuits.*
- *Please mark any items that need replacing on the white board in the kitchen (ie. paper towels, toilet paper, etc)*

#### **Clean-up Checklist**

\_\_\_\_\_ *Wipe down all tables before taking down.*

\_\_\_\_\_ *All brown chairs go on the chair rack in the closet. Do not load or remove too many on one side at a time as it can tip over. Please hang as many chairs upside down on the chair rack that fit. The chair rack goes in the closet with the rotating casters wheels going in last. The remaining chairs may be stacked in the front entry on the west side. Gray table are stacked in the southwest corner of the hall. Heavier wood tables go inside the closet on the table rack. Do NOT put hot items on the gray tables. They will melt!*

\_\_\_\_\_ *Sweep floor in main hall, kitchen, hallway & bathrooms.*

\_\_\_\_\_ *Wash & dry dishes and counters in the kitchen.*

\_\_\_\_\_ *Turn off the switch to the black refrigerator (on the wall) and leave doors to both frig and freezer open.*

\_\_\_\_\_ *Do not leave food in the refrigerator.*

\_\_\_\_\_ *Empty all garbage's in main hall, kitchen and bathrooms. Discard in the dumpsters next to the co-op.*

\_\_\_\_\_ *Vacuum kitchen entry rug. (Vacuum located behind hallway door.)*

\_\_\_\_\_ *Turn off all lights & fans.*

\_\_\_\_\_ *Lock all doors.*