



2025 RENTAL AGREEMENT

City Office – 119 2nd Ave SW, Ste 9 * Pipestone, MN 56164 * (507) 825-3324
Hiawatha Lodge – 201 4th St. NW * Pipestone, MN 56164

RENTER INFORMATION

Name: _____
Group Name/Type of Event: _____
Street Address: _____
City, State, Zip Code: _____
Home Phone: _____ Cell: _____
E-mail Address: _____

For Office Use Only

- BOOKING FEE
- CONTRCT SIGNED
- FLOOR PLAN
- EXCESS PYMNT

Key # _____
Returned _____

PAYMENT: Cash, Check, or Credit/Debit Cards Accepted.
*Credit/Debit Cards are charged a 3.0% convenience fee and accepted by phone or at the City Hall Office only.

Make checks payable to: City of Pipestone
Mail signed reservation form and payment to: Shelter Reservations
119 2nd Ave SW, Suite 9
Pipestone, MN 56164

TERMS & CONDITIONS

The City of Pipestone; hereinafter referred to the “City”, and the undersigned, hereinafter “Renter”, mutually covenant and agree as follows:

1. Renter shall have the use of the Hiawatha Lodge, hereinafter “Lodge”, for a _____(event) on _____, 2025 from _____(time) to _____(time) for the agreed amount of total rental sum. This time period includes the time necessary for setup and cleanup. Tax must be added to all fees with the exception of the damage deposit.

2. I, _____, as the renter am agreeing that:

(Check box below that appropriately matches your plans for service alcohol)

- Alcohol will be served at the event
- No alcohol will be served at the event

ALL BOOKING FEES ARE NON-REFUNDABLE

LODGE FEES

These fees will be collected at time of booking & will equal the base rental fee not to exceed \$350.

❖ Hourly Rental (Mon. thru Thurs.; May thru Oct.) (Mon. thru Sun.; Nov. thru April)	\$30.00/Hr.	
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- * Renters are responsible for all cleaning responsibilities.
- * No alcohol allowed with hourly rental.

❖ Daily Rental:	\$350.00	
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❖ Indoor Ceremony-ONLY: (October to April)	\$100.00	
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Any remaining balance over the \$350 booking fee is due 30 days prior to the date of your event.

❖ Simple Outdoor Wedding Package: (See Brochure for Details)	\$500.00	
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❖ Deluxe Outdoor Wedding Package: (See Brochure for Details)	\$1,000.00	
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❖ Hiawatha Grounds Rental-ONLY:	\$400.00	
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All Additional Fees & Event Setup Plans are due 30 days prior to the date of your event.

ADDITIONAL FEES

❖ Linen Tablecloth (white):	\$5.00/tablecloth	
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❖ Portable Dance Floor:	\$175.00	
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❖ Picnic Tables (after first 10):	\$10.00/each	
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❖ Tent Use Fee:	\$200.00	
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	Total Rental Sum	
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	Tax (6.875%)	
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	TOTAL AMOUNT DUE	
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DAMAGE DEPOSIT

This deposit is due for all Lodge rentals at the time the key is picked up or 3-days in advance of renting the Hiawatha Pageant Park Grounds. The damage deposit must be paid in the form of cash or check only. The deposit will be returned following a passing inspection of the Lodge and/or grounds by approved City staff following your event. If items are missing or damages are found following the inspection, the renter will forfeit the deposit to the city.

	\$500.00	
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Date Received

**** PLEASE RETURN ORIGINAL WITH DAMAGE DEPOSIT ****

Please contact Ashley Wiese-Administrative Assistant at least thirty (30) days prior the event to coordinate tables/chairs set up and schedule pick up of key.

3. FEES / DEPOSITS / AGREEMENTS

3.1 Non-Refundable Booking Fee

Renter shall pay a Non-Refundable Booking Fee Due at the time of Booking. The total non-refundable booking fee shall be equal to the hourly or daily rental fee but not to exceed \$350. Checks shall be made payable to the City of Pipestone. No refunds will be given in the event of a cancellation.

3.2 Rental Fees

Renter shall pay to the City the total rental sum and any additional fees for all requested services plus tax, thirty (30) days prior to the date of use. Inside 70” round tables, 8-foot banquet tables, and inside chairs are included in the cost of the Lodge Rental Fee. City will set-up and tear-down for your event, which is included in the Lodge Rental Fee. Audio/visual is also available to the Renter at no additional cost. NSF check will be regarded as non-payment and will forfeit the Renter’s reservation.

A. Lodge Hourly Rental Fee is a rental scheduled Monday through Thursday-during the months of May through October, or Monday through Sunday-during the months of November through April. The rental hours include time necessary for setup and cleanup. The renters are responsible for all cleaning duties. No Alcohol is allowed on the premises with the hourly rental fee.

B. Lodge Daily Rental Fee is a rental scheduled Friday through Sunday-during the months of May through October or for a rental that will have alcohol served at the event. Packages for weddings are available (see brochure for details)

3.3 Security Deposit

A \$500 Security Deposit is due for all events held at the Hiawatha Lodge or the Hiawatha Pageant Park grounds. The Deposit is due at the time the key is picked up for the event or the day prior to the event if it is an outside only event. Once the Hiawatha Lodge has been inspected following the event by the Public Works Department and/or City staff and it has been determined that there are no damages and no extra cleaning required, the deposit of \$500 can be picked up by the Renter. If the deposit is not picked up within two (2) weeks following the event, City staff will shred the deposit check. No tables, chairs, or kitchen furnishing may be removed from the building. Replacement cost for all missing or damaged items will be subtracted from the security deposit.

3.4 Payment Agreement

Renter further agrees to pay the City on demand any and all sums, which may be due to the City for all required fees listed on the Lodge Fees. All fees must be made by check, cash, or money order. Credit cards are accepted at the City Office with an additional 3% processing fee.

3.5 Cancellation Policy

Cancellation of the request for use of the Lodge will entitle the Renter to a return of rental fees or other fees paid by the Renter, excluding the non-refundable booking fee, provided the cancellation is made thirty (30) days prior to the date of the use. Any cancellation less than thirty (30) days in advance of the event date shall result in the forfeiture of the rental fees or other fees paid by the Renter. All cancellations less than thirty (30) days in advance must be submitted in writing to the City of Pipestone.

4. FACILITY POLICIES

4.1 Decorations

Renter shall not use nails, staples, tacks, tape, adhesive or similar devices to attach items or decorations

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to any part of the Lodge—including the ceiling. Commander strips are allowed. Dripless candles ONLY may be used in the main area and on table tops. They must be stationary and enclosed in non-flammable containers. No rice, confetti, birdseed, potpourri, party-poppers, silly-string, glitter or any substance of that nature may be used inside the building.

4.2 Alcoholic Beverages Policy

Alcohol or wine beverages may ONLY be served in the Lodge by an individual or entity contracted with the city holding a valid MN liquor license and caterers' permit. No alcohol may be brought to the Lodge except by the licensed entity.

NO ALCOHOLIC BEVERAGES MAY BE CONSUMED IN PARKING LOT OR SIDEWALK AREAS OF THE LODGE. NO GLASS CONTAINERS MAY BE TAKEN OUTSIDE THE LODGE

4.3 Food Policy

Renter's may use a food caterer of your choice or bring in your own homemade food. You or your caterer must provide all dishes and equipment. Kitchen area is a staging area only and has a refrigerator, small microwave, and sink that is available for use.

4.4 Exits

Exits to the Lodge cannot be blocked at any time. Emergency Exit maps are located in the kitchen as well as the hallway near the men's and women's bathrooms.

4.5 Smoking/Tobacco Policy

Renters, vendors, staff, and guests must follow the smoking/tobacco policy. The Lodge is a smoke and tobacco free public building. No smoking or other use of tobacco products (including, but not limited to cigarettes, e-cigarettes, pipes, cigars, snuff or chewing tobacco) is allowed inside the building. Smoking or other use of tobacco is only allowed in the designated smoking area on the patio area and all cigarette butts must be properly disposed of in the Smoke Out, located on the patio area. Smoking within the Hiawatha Lodge building will result in the immediate loss of the damage deposit.

4.6 Open Flame

Propane grilling is only allowed on patio area. Catering is not allowed to cook on the Grounds. The use of propane heaters inside the building or on the outside patio and on the Grounds is prohibited. Fire extinguishers are placed by the kitchen, utility room, and hallway. Use of fire pits inside the building and small fire pits located outside on the patio is prohibited.

4.7 Pets and Animals

No animals, other than service animals, will be allowed inside the Lodge. All service animals inside the building must be wearing their official service vest at all times. Dogs are permitted on a leash only on the Hiawatha Lodge grounds. All animal waste must be properly disposed of or it may result in the loss of the Renter's deposit.

4.8 Use of Property

Use of the building/property is available from 8:00 a.m. to 10:00 p.m., unless requested by the Renter for a later closure and the building vacated by 1:00 a.m. A City employee will check the Lodge the following morning. Any cleaning not completed at that time will be deducted from the Renter's deposit. All minor age groups must have adult supervision on the premises at all times, provided by the Renter.

You must arrange pick up of the key to the building with our Hiawatha Lodge Manager. The City Office is open Monday-Friday, 8:00 a.m.-5:00 p.m. Key must be returned within two (2) business days after your event. Please be sure to lock all doors at all times when you are not in the building.

4.9 Cleaning Procedures

Renter shall remove all items they bring into the Lodge within 12 hours after the event (see *Renter's Checklist on page 4 of Agreement*). Vendors/Renters may use sinks to dispose of water-based organic liquids and food juices only (no oils). There are no garbage disposals. All garbage must be removed from inside and outside the Hiawatha Lodge. Garbage dumpsters are available outside to the north of the Hiawatha Lodge. Caterers are required to wipe down all areas where food had been present. If you rented cloth tablecloths you will need to remove off the table and put in the dirty laundry basket located in the kitchen area.

Hourly Renters shall follow the Hourly Renter's Checklist on page 4 of Agreement. All cleaning supplies will be provided by the city and are located in the multipurpose room just north of the kitchen area.

5. AGREEMENT PROVISIONS

5.1 Property Damage/Missing Items

The Renter agrees to pay the city for any physical damage to the Lodge or its contents during the event. The Renter also agrees to replace or pay the cost of replacement for any missing items. The city must approve of any proposed replacement items to ensure they are of at least the same quality as the item being replaced.

5.2 Waiver and Assumption of Risk

The Renter knows, understands, and acknowledges the risks and hazards associated with using the Lodge and hereby assumes any and all risks and hazards associated therewith. The Renter hereby irrevocably waives any and all claims against the City or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the Renter as a result of using the Lodge and hereby irrevocably releases and discharges the City and any of its officials, employees or agents from any and all claims of liability.

5.3 Assumption of Responsibility

The Renter assumes full responsibility for the appropriate conduct of the Renter and guests at the Lodge. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Lodge or the Hiawatha Grounds. The city is not liable for any loss, damage, injury, or illness suffered during the use of the Lodge by the Renter or the guests. The city is not responsible for any items that are left at the Lodge by the Renter or the guests. The City may retain or discard any such items at its discretion.

5.4 Entire Agreement

This Agreement, including the attached documents, supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.

5.5 Amendments

Any modification or amendment to this agreement are only effective if they are in writing and signed by both parties.

5.6 Governing Law

This agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. Any dispute regarding this agreement shall be brought in district court in Pipestone County, Minnesota.

5.7 Waiver

The waiver by either party of any breach or failure to comply with any provision of this agreement by the other party shall not be construed as or constitute a waiver of such provision or a waiver of any other breach or failure to comply with any other provision of this agreement.

5.8 Savings Clause

If a court finds any portion of this agreement to be contrary to law or invalid, the remainder of the agreement will remain in full force and effect.

6. RULES AND REGULATIONS

6.1 In the event the Renter violates any of the conditions of this Rental Agreement, Renter may forfeit the security deposit, and in addition, shall be responsible to the City of the payment of any costs, expenses, or damages in addition to the deposit forfeiture.

6.2 Renter shall defend, hold harmless, and indemnify the City against any and all claims, liabilities, damages, or judgments asserted against, imposed upon or incurred by the City, which may arise out of the rental of the Lodge and/or Hiawatha Grounds by the Renter, or by the negligence and/or failure to discharge responsibilities by any agent, employee, representative, guest or invitee of the Renter in the rental or use of the Lodge and or/Hiawatha Grounds.

By:	_____	_____	_____
	Renter (<i>print</i>)	Renter (<i>sign</i>)	Date
By:	<u>Ashley Wiese</u>	<u>Ashley Wiese</u>	_____
	City Representative (<i>print</i>)	City Representative (<i>sign</i>)	Date

RENTER'S CHECKLIST

- Wipe down all counter tops, appliances, and doors of any *major spills*.
- Empty trash into outside receptacles.
- Sweep or vacuum up any *major spills*.
- Pick up any trash or cigarette butts on the Lodge patio, grounds or parking lot.
- Place used tablecloths in dirty laundry basket-*if rented*
- Sound system powered off-*if used*
- Recharge wireless microphones-*if used*
- All items brought into the facility must be removed.
- Turn off lights and fans.
- Lock all doors including patio doors.

HOURLY RENTER'S CHECKLIST

- Wipe down all counter tops, appliances, and doors. (*supplies located in Bridal Room cabinet*)
- Clean all bathrooms and restock (*supplies located in Bridal Room cabinet*)
- Sweep and mop all floors (*supplies located in Bridal Room cabinet*)
- Vacuum floors (*supplies located in Bridal Room cabinet*)
- Empty trash into outside receptacles.
- Pick up any trash or cigarette butts on the Lodge patio, grounds or parking lot.
- Place used tablecloths in dirty laundry basket-*if rented*
- Sound system powered off-*if used*
- Recharge wireless microphones-*if used*
- All items brought into the facility must be removed.
- Turn off lights and fans.
- Lock all doors including patio doors.
- Return Lodge to clean and unused condition for next use.

**** PLEASE RETURN ORIGINAL WITH DAMAGE DEPOSIT ****

Please contact Ashley Wiese-Administrative Assistant at least seven (7) days prior the event to coordinate tables/chairs set up and schedule pick up of key.