

CITY OF NEW YORK MILLS, MN
THE BARN RENTAL AGREEMENT

The Barn is located in the NYM Sculpture Park, North Broadway Ave/Cty Rd 67 & Township Pkwy, NYM (just North of US Hwy 10)
 City Hall is located at 28 Centennial 84 Drive West, New York Mills, MN 56567

Phone: (218) 385-2213, Fax: (218) 385- 2315, Email: info@cityofnewyorkmills.org, Web: <http://www.newyorkmills.govoffice2.com/>

Renter	
Street Address	
City, State, Zip	
Email Address	
Phone	
Rental Date	
Event	

Office Use Only	
Date Received	
Deposit Paid	
Date Key Issued	
Key #	
Key Issued To	
Staff Initials	

The Barn Shelter Rental Rates:

Cleaning & Damage Deposit \$50 (due with rental agreement)

NYM Resident Weekday (Mon-Thurs): \$30

NYM Resident Weekend (Fri-Sun): \$55

Non-Resident Weekday (Mon-Thurs): \$40

Non-Resident Weekend (Fri-Sun): \$75

*Non-Profit Organizations get 50% off rental rate
 (Non-Profits DO still pay Deposit)

The renter must sign this Rental Agreement in the space provided below. By doing so, the renter agrees to adhere to all policies, unless special arrangements have been noted by staff on this rental agreement, and agrees to accept the consequences for their failure to do so.

A. RESERVATIONS/DEPOSIT: Due to the high demand for the shelter during the summer months, a reservation is not official until this Rental Agreement is completed and the \$50 deposit has been paid. The deposit will be returned if the city staff determines that all the conditions of this agreement have been met. Reservations are first come, first serve (deposit required to secure reservation).

B. CANCELLATIONS: If the renter cancels their reservation at least 30 days prior to their reserved date, they will get 100% of their deposit back. If less than 30 days’ notice is given, rental fee will be charged, after which the renter will have no further obligation.

C. PARK HOURS: 9:00 AM – 10:00 PM

D. ALCOHOL: Consumption of alcoholic beverages is PROHIBITED on city property, unless the renting party applies for a temporary permit through the city office AT LEAST 1 WEEK PRIOR to the rental date, and receives the temporary permit.

E. TRASH: Trash receptacles and bags are provided. All receptacles must be emptied at the end of the event with trash bags placed into outside dumpster.

F. USE OF FIRE RING: There is a smokeless fire ring available for use by renters. Recreation fires are allowed for social gatherings in this fire ring at the Sculpture Park under the following circumstances, and following MN state fire code:

- * All combustible materials must be set back at least five feet from the fire ring.
- * Fire ring is reserved for use by those renting The Barn shelter only.
- * Fuel is limited to dry, aged wood; recommended size 28 inches or less in length, with 6 inches or less diameter.
- * You must provide your own DNR-approved wood; wood may be purchased at local gas stations (Casey’s or Cenex).
- * You must follow DNR regulations – no fires if burning ban is in effect.
- * Fire must be contained within the fire ring, and wood must be level or below rim in order to maintain “smokeless” attributes.
- * The fire should NOT be used to dispose of trash, debris, grass clippings or other similar materials.
- * For emergencies, a fire extinguisher is provided inside the building.
- * Fire must be attended by a responsible adult at all times and completely extinguished prior to departure.
- * Fire should be left to burn out on its own; if fire is not out by time of departure, you may use water to extinguish the fire.
- * Fire Ring donated by AJA Smokeless Fire: www.AJASMOKELESSFIRE.com, 218-298-0526

G. KEYS: Shelter keys can be picked up the day before (Friday if your event is on a Sunday) your event at the City Office (8am-4:30pm). Keys must be returned to City Hall the next business day following the rental.

H. CLEANING FACILITY: Renters are responsible to clean up the facility following their event. Don't forget to empty the garbage receptacles into the dumpster. (Please follow the checklist provided along with this agreement, and posted at The Barn.)

I. Facilities/amenities available at the shelter/park:

Main Floor:

2 bathrooms (heated)
4 picnic tables
3 garage doors
Indoor water spigot

Upstairs:

100 folding chairs
10 six foot folding tables
Large fan for air flow

Outdoors:

Labyrinth
Sculptures (please do not climb on)
Outdoor water spigot
4 picnic/bench tables

Hold Harmless Agreement: *I hereby agree to release all liability from the City of New York Mills and Sculpture Park for any loss, damage, injury and/or expense that I, or any participants of my event, may suffer as a result of my use of The Barn. I also agree to reimburse the city for any damages that may occur during my event.*

Signature

Date

Office Use Only

No Damage & OK to Return Deposit: _____ Damage Occurred & Amount Charged: _____ Date: _____ Staff Initials: _____