



**CITY OF MOUND**  
**DEPOT RENTAL AGREEMENT**  
 2415 Wilshire Blvd, Mound, MN 55364  
 Phone 952-472-0603, Fax 952-472-0620



**RENTAL INFORMATION**

(Renter must be a minimum of 25 years old)

Name(s) \_\_\_\_\_ Rental Date \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

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

Daytime Phone \_\_\_\_\_ Evening/Weekend Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Event Type \_\_\_\_\_ # of Attendees \_\_\_\_\_

Event Time \_\_\_\_\_ (Rental period is from 7:00 am to Midnight, all set-up (without prior approval) and clean-up must be completed during this time. Maximum building capacity is 141 persons)

Comments: \_\_\_\_\_

\_\_\_\_\_

**\*\*\* Signature required on back \*\*\***

**FEES**

Rental Fee: Mound Residents for private use. (i.e., parties, receptions, showers, etc.)

\$ 125.00/day October-April

\$ 150.00/day May-September

Non-Mound Residents for private use and Non-Local Non-Profit Groups

\$350.00/day

Local Non-Profit Groups

\$100.00/day

Damage & Cleaning \$400.00 – Require \$350.00 in a check and \$50.00 Cash

Deposit will be held by the City of Mound until after your rental.

Cancellation: \$50 of the rental fee is refunded if reservation canceled with less than 30 days notice.

***Rental fee and signed agreement must be received before the date will be reserved for your use.***

For Office Use Only:

Rental Fee: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Received \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Check \$ \_\_\_\_\_ Cash \$ \_\_\_\_\_ Date Returned \_\_\_\_\_

Key # \_\_\_\_\_ Date Picked-up \_\_\_\_\_ Date Returned \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Inspected By: \_\_\_\_\_

## **RENTAL AGREEMENT FOR MOUND BAY DEPOT**

Please read and sign this rental agreement. *Rental fee and signed agreement must be received before the date will be reserved for your use.* Depot rental includes exclusive use of the Depot Building and deck, electricity, heat, indoor restrooms, refrigerator, stove, microwave, tables (6 – 5 foot round tables, 6 – 6 foot banquet tables), 60 chairs and one 7 foot rolling service bar. Maximum building capacity is 141 persons. All set-up/clean-up must be completed during your designated rental time without prior approval.

### **FACILITY/PARKING**

1. Depot rental includes rental of building and deck only. The parking lot, dock, volleyball and other park facilities are open to the general public.
2. Includes use of tables and chairs. Tables and chairs must remain in the Depot building.

### **PRIVATE PARTY SIGNS**

There are two "PRIVATE PARTY" signs located in the kitchen. One sign should be posted by the front door and one near the deck. Please return signs to the kitchen when done.

### **SUPERVISION**

1. An adult supervisor, age 25 years or older must be on the premises at all times.
2. The RENTER is responsible for ALL damages inflicted by guests during the rental period.
3. The Depot cannot be rented to anyone under the age of 25.
4. No decoration or displays may be affixed to walls or drapes in any manner; this includes taping, pinning, pasting or nailing.

### **PRE-INSPECTION**

1. Check for damaged or missing equipment. Report any discrepancy to Parks Department at 952-472-0614.
2. The City provides the following cleaning supplies: broom and dust pan, vacuum, carpet cleaner (foam), spray cleaner (i.e. 409), cleanser (i.e. Comet), sponge, 1 garbage bag per day for use and toilet bowl cleaner and brush. **Please note, if vacuum is not operating, you are responsible to supply your own vacuum.**

### **ALCOHOLIC BEVERAGES**

**Alcoholic beverages are prohibited** in Mound City Parks and the Depot Building.  
**No glass beverage containers allowed in the park or on the beach.**

### **SMOKING**

Smoking is prohibited in building.

### **KEY PICK-UP**

Renter agrees to pick-up Depot key prior to rental date during City Hall Office Hours.

Seasonal Hours: May 1<sup>st</sup> through Oct 31<sup>st</sup>  
Mon. through Thurs. 7:30am to 5:00pm, Fri. 7:30am to 11:30am  
Regular Hours: Nov 1<sup>st</sup> through April 30th  
Mon. through Fri. 8:00am to 4:30pm

### **KEY RETURN**

Renter agrees to return key to City Hall within 2 days of rental.

### **GARBAGE**

Renter agrees to remove all garbage from City Property. **Trash may not be placed in any park garbage cans.**

### **CLEAN UP REQUIREMENTS**

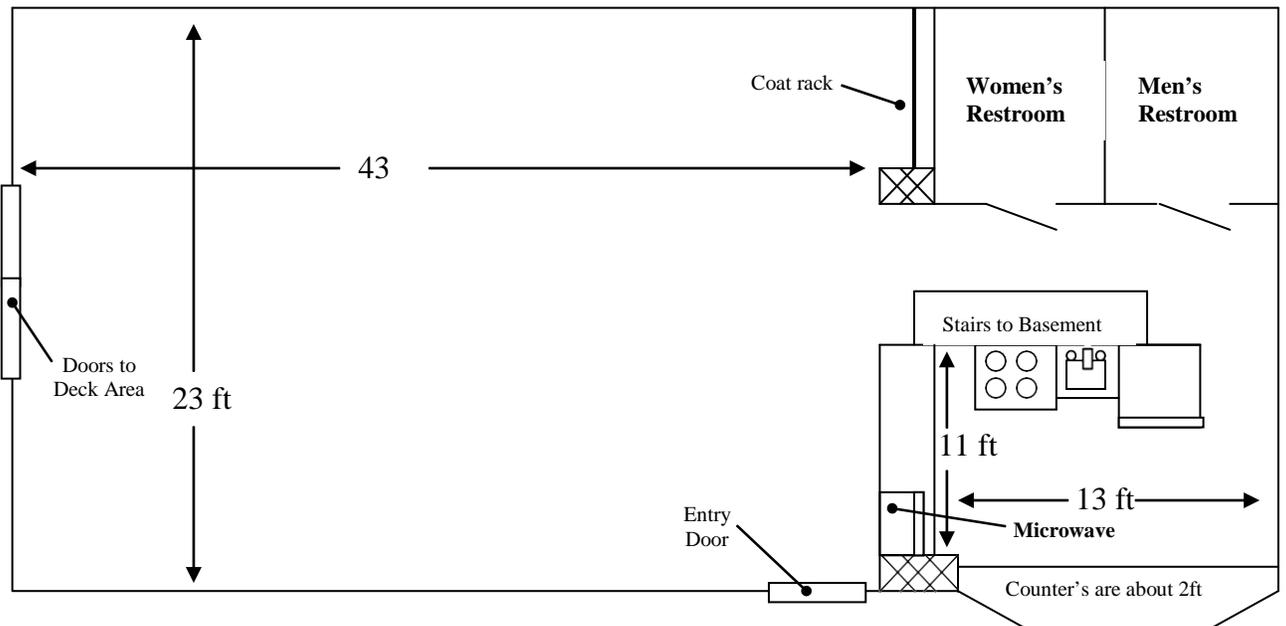
1. Vacuum and sweep all floor areas and apply cleaners as needed.
2. Clean all toilet bowls, sinks, counter top and related equipment with the proper cleaners, as needed.
3. Clean all areas soiled such as (but not limited to) walls, windows and doors.
4. Remove all personal property.
5. Remove all refuse generated during the rental period off the City property.
6. Police around the exterior of the building for litter generated during your use.
7. Securely lock all windows and doors and turn off lights and ceiling fans before leaving.
8. During winter months, the renter is responsible for removing snow and ice from the side walks (a shovel and "ice melt" is provided by the City).

The undersigned agrees to observe all city ordinances and state laws and is responsible for any damage done to the above public facility and for proper clean-up of the building and surrounding grounds as described in the rental policy. I HAVE READ AND I UNDERSTAND THE ABOVE RENTAL POLICY. I AM AWARE THAT ANY DAMAGE OR FAILURE TO CLEAN ACCORDING TO THIS AGREEMENT MAY RESULT IN A DEDUCTION OF MY DEPOSIT, EITHER PARTIALLY OR COMPLETELY, BUT NOT LIMITED TO THE \$400 DAMAGE AND CLEAN-UP DEPOSIT.

\_\_\_\_\_  
RENTER'S SIGNATURE

\_\_\_\_\_  
DATE

# DEPOT BUILDING LAYOUT AND PICTURES



View toward Kitchen of Main room



Hall, Stairs, and Restrooms



View of Kitchen toward Main room



View of Kitchen from Main room

Mound Depot  
Mound Bay Park  
5801 Bartlett Blvd  
Mound, Minnesota 55364



View from Parking lot



Street view toward Parking lot



View from Lake side



View from Kitchen to end of Main room