



# FACILITY RENTAL GUIDE

## *for Weddings*

The Conference Room, Board Room and Church may be rented for private and community functions.

### Conference Room & Board Room

- Excellent for weddings, meetings and special events
- Seats up to 250 with or without tables
- Dance floor
- Included in rental price:
  - Kitchen facilities including commercial freezer and refrigerator
  - Podium
  - Screen (provide your own LCD projector)
  - Sound system with cordless handheld mic and cordless lapel mic
  - Board room (seats up to 25) available for gift storage during event or wardrobe changes
- Coffee machine available for an additional \$25.00
- Friday and Saturday wedding receptions can set up the day before the event between 8:30a – 3:30p
- Tear down must occur by midnight on the day of the event

**\$1,500.00 per day**

### Country Church

- Seats up to 100 people
- Lighting is limited
- The Visitor Center may be open to the public
- There is no heat or air conditioning

**\$1,000.00 per day**

### Exhibition Square for Ceremony

- Beautiful, grassy area just behind the Visitor Center
- No FarmAmerica tables or chairs are allowed outdoors at any time for any reason

**\$100.00 per day**

### Patio for Ceremony

- Cement patio attached to Visitor Center (seats up to 250)
- No FarmAmerica tables or chairs are allowed outdoors at any time for any reason

**\$50.00 per day if reception is also on-site**

## Facility Rental Agreement

<b>Date Requested:</b> _____ <b>Facility requested:</b> <input type="checkbox"/> Conference Facility <input type="checkbox"/> Country Church <input type="checkbox"/> Board Room <b>Contact Name:</b> _____ <b>Address:</b> _____ <b>Phone:</b> _____ <b>E-mail:</b> _____	<b>Rental calculation</b>	
	<b>Rental Fee (see rates)</b>	
	<b>Damage Deposit</b>	<b>\$ 500</b>
	<b>Coffee Machine (\$25)</b>	
	<b>Candy Table (\$75)</b>	
	<b>TOTAL</b>	

### Rental times:

Rental time is 8:00 am – midnight. Take-down must occur during these hours. Set-up can occur the day before between 8:30a – 3:30p. Events should end at 11:00 pm to ensure adequate clean-up time. Extensive clean-up or staying past rental time may result in a portion of your facility deposit being retained.

**Payment** is due in full at the time of reservation. Payment may be made by cash or check.

### Cancellation Policy:

- **240 days prior** 100% refund
- **120 days prior** 80% refund
- **60 days prior** 50% refund
- **under 60 days** non-refundable

*No refunds are given due to weather conditions unless facility is officially closed due to severe, life-threatening weather.*

### Damage Deposit:

- A damage deposit of \$500 will be due at the time of reservation.
- If you choose to incorporate a candy table, there will be an additional \$75 clean up fee.
- If no damages or loss of MAIC property occurs, the deposit will be refunded within 30 days of the event, otherwise charges will be deducted from the damage deposit or paid for separately.
- Failure to vacate the premises within the allotted time period will result in loss of Damage Deposit.
- Failure to clean up may result in deduction from the damage deposit to cover cleanup.

### Clean-up:

- Remove all decorations and personal belongings inside the pavilion, on the grounds, and ceremony site by the end of your rental period. This includes equipment from a rental company.
- Empty and wipe out refrigerators and freezer. Leftover food should be removed by the rental party or placed in the compost bins. Please pay special attention to what can be recycled and composted.
- Wipe up any spills – Please see host if you need a mop or towels. Sweep up large messes, especially broken glass.
- Check all outdoor areas including the ceremony site and remove or dispose of any leftover bottles, cans, food or plates/utensils from the area.
- If picnic tables were moved for outdoor ceremony, they need to be put back to their original location after event.
- Pick up cigarette butts.
- Break down boxes and place inside appropriate receptacles or near kitchen entrance.

### ***Alcohol Policy:***

1. No alcohol will be consumed on Farmamerica premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be under age at any time during your event. All guests must have a valid ID if they plan to consume alcoholic beverages. **DO NOT ALLOW AN INTOXICATED PERSON TO DRIVE A MOTOR VEHICLE TO OR FROM FARMAMERICA.**
2. The organization, company, or individual renting the Farmamerica facilities must furnish a Liquor License and Certificate of Insurance (many times the caterer can provide this) confirming host liability coverage of the event, including the serving of beer, wine, or liquor, with the name of liability insurer, name and address of company and agent, and amount of coverage which shall not be less than one million dollars (\$1,000,000). Farmamerica shall be included as an additional insured under said policy for purposes of the event in question. This must be received at least two weeks prior to the event.

Failure to abide by such rules and regulations will result in the immediate termination of the right to rent the Farmamerica premises and forfeiture of all deposits and fees paid for use of the premises.

3. Rental groups assume responsibility for their actions while using Farmamerica's facilities and shall hold Farmamerica harmless from any liability or expense arising therefrom.
4. The rental party must designate a bartender and report this name to Farmamerica prior to the event.
5. No off sale of liquor is allowed.
6. Farmamerica reserves the right to notify police of disturbances

***Smoking:*** Please use receptacles in the designated areas outside. Smoking is not allowed in wood or grassland areas; please note the designated areas. If cigarettes are not properly placed into the receptacles provided, a portion of your facility deposit may be retained.

***Vendors:*** The rental party is responsible to ensure all vendors follow the Terms and Conditions. Vehicles are not allowed to drive on the grass or sidewalks. Equipment deliveries can be made between 8:30a – 3:30p the day prior to your event or the day of your event. All equipment must be removed by 12 midnight on the day of your event. Late removal will result in loss of damage deposit.

### ***Supervisory Responsibility***

1. A Farmamerica staff representative will be present at all events. However, he or she is not responsible for the actions of the rental party and shall have the right to immediately terminate the event if a violation of the rules, regulations, or alcohol policy has occurred. Such violation will result in loss of the security deposit and fees and the assessment of additional costs to Farmamerica arising from such violation.
2. All rentals must have competent adult supervision.
3. Children in attendance are to be properly supervised by adults.

### ***Equipment:***

1. Any equipment brought into the building must have prior administrative approval and must be removed promptly following the rental.
2. Equipment provided by Farmamerica must be applied for at the time of the rental.

***Gambling:*** Gambling is prohibited.

***Subletting:*** Permit holders may not assign, transfer, sublet, or charge a fee for the use of the facility to another party.

**Decorations:** Putting decoration materials of any kind on floors, walls, or parts of the buildings require permission from the administration. Glitter, confetti or silly string of any kind is prohibited.

**I agree to abide by all Terms and Conditions and Guidelines governing the Rental Facility of Farmamerica.**

**Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

*\*Mail the signed contract with deposit and/or payment to:*

Farmamerica  
7367 360th Ave.  
Waseca, MN 56093

**Questions? - call 507-835-2052**