

RAMSEY COUNTY RENTAL AGREEMENT

Welcome to the Ramsey County Courthouse, Memorial Building, Armory, Kitchen, Historical & Meeting Rooms. This building policy is in place to ensure that your usage of the facilities is a positive experience & that the rooms remain in optimum condition to be used by all. Please review all the following information prior to signing this contract.

The rooms are available on a first-come, first-serve basis. Reservations must be made at least 5 business days in advance. You may reserve rooms by calling the Auditor's Office at (701)662-7007. If a meeting is scheduled in the Armory or the gym after hours the responsible party will need to pick up the keys from the Auditor's Office before 5:00 pm.

Following are policies that apply to all clients and all events:

- Wedding reservations require a \$100 refundable deposit when booking facilities.
- Rental fee must be paid in full prior to getting access &/or keys to facility.
- Set up should not start prior to getting keys.
- Any group wishing to have alcohol as part of an event must hire a licensed vendor. The licensed vendor needs to supply a copy to the Auditor's Office of the \$1,000,000 Dram Shop Insurance having Ramsey County as an additional insurer. We have listed four vendors that we are aware have a mobile bar on page 2.
- A Special Permit is also needed from the DL City Commission if serving alcohol (*It is the responsibility of the party that signs this form to obtain this permit 662-7600*).
- It is the responsibility of the client to provide adequate supervision & security (*Contact DL City Police Department 662-0700*).
- All facilities are smoke/vape-free, which includes restrooms & lobby areas.
- Helium balloons must be securely attached.
- Exterior doors are not to be propped open or altered in any way.
- Shipment of materials prior to an event must be pre-paid & arrangements must be made in advance for storage.
- The kitchen is designed to be a catering kitchen (no cooking/baking on premises).
- If any damage to the building, sound or lighting system, chairs, tables, kitchen equipment, etc. or other property is found following an event, the client will be billed for the actual replacement cost of the damaged item(s). Future use of the facility may be denied if any damage is found.
- Be sure that containers holding any type of liquid do not leak onto the floor.

NOT ALLOWED:

- Animals are not permitted unless by a physically impaired individual.
- Glitter or confetti is NOT ALLOWED.
- Food preparation of any kind is NOT ALLOWED.
- Assignment to another party or subletting is NOT ALLOWED.
- Auction or Rummage Sales are NOT ALLOWED

MISCELLANEOUS:

- Suggestions and information provided on page 2 are not requirements just information you may find helpful.

PHYSICAL ADDRESS:

- 417 5th Street NE Devils Lake ND 58301

DIMENSIONS:

- Gym: 75 X 79
- Armory: 25 X 60
- Stage: 20 X 40

MEMORIAL BUILDING SUPPLIES:

- TABLES:
 - 44 qty 8 foot banquet tables
 - 16 qty 6 foot banquet tables
 - 2 qty 6 foot round tables
- CHAIRS: Approximately 400+
 - 350 qty GREY (stacking)
 - 90 qty ORANGE (stacking)
 - 125 qty METAL (folding)
 - CHAIR COVER MEASUREMENTS: Not provided.
 - seat width 15" chair height 31"

SUGGESTED ALCOHOL PROVIDERS:

- Proz's 662-2101 (Brady) 351-2560
- Tavern 662-3318 (Shane) 351-1526
- Thrifty's 662-4212 (Mark) 350-0194
- Ed's (Mark) 739-0161

Renter must provide Ramsey County Auditor's office with the name of vendor hired to serve alcohol.

If the renter decides to use a different provider that provider must be a licensed vendor. The vendor must provide proof they have a \$1,000,000 Dram Shop Insurance policy for the event before they can set up for the event. This provider needs to be approved prior to setting up their bar.

CASH MACHINE:

- JS ATM will provide an ATM (cash machine) at the event if you contact them.
 - Brad Hammond 662-4821 or 701-351-4242 *Not owned or operated by Ramsey County.*

CATERING FOOD:

- It is suggested that the catering / serving line is best done in the Armory (separate charge).
- Visit whoever is catering and ask how many tables they will need (if any).

LIGHTS:

- There are lights in the stage area, overheads, side lights.
 - *Please ask for more information if needed when setting up your event.*

KEYS need to be picked up during these hours 8:00-11:45am and 1:00-4:45pm:

- 1 set will be provided to the renter.
- 1 set will be provided to the bar (*if needed*).

Please ask questions, we will gladly answer any you may have.

701-662-7007

524 4th Avenue NE Unit 6 Devils Lake ND 58301

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED IN ORDER TO OFFICIALLY SCHEDULE EVENT.

All wedding reservations require a \$100 deposit at the time of booking.

This amount is applied to total rental fee.

AMOUNT MUST BE **PAID IN FULL PRIOR**
TO GETTING KEYS and/or USE OF THE FACILITIES.

NAME OF ORGANIZATION/PARTY:

CONTACT PERSON(S):

MAILING ADDRESS:

DAYTIME PHONE:

EMAIL ADDRESS:

DESCRIPTION OF EVENT:

NUMBER OF PEOPLE ATTENDING:

DATES & HOURS OF EVENT:

AREA(S) REQUESTED:

Any space that is planned to be occupied there is a rental fee.

Rental fees are charged by space and by day:				Date(s):	\$\$\$
Gym	Full Day	Alcohol served	\$400.00		
Gym	Full Day	No alcohol	\$200.00		
Gym	Starting @ 12:00 pm		\$75.00		
Gym	Starting @ 5:00 pm		\$50.00		
Armory			\$50.00		
Kitchen			\$25.00		
Big Meeting Room Basement			\$50.00		
Historical Room			\$25.00		
Internet Access	\$20 per hook up	\$10 each day			
Custodial Fee If maintenance must clean for more than 4 hours party will be charged			\$30.00 per hour		
GRAND TOTAL FOR EVENT:					

All wedding reservations require a \$100 deposit at the time of booking. This amount is applied to total rental fee.

Please complete reverse side.

NAME OF CONTACT PERSON FOR THIS EVENT: _____

ORGANIZATION

NAME: _____

Name of person that will assume full responsibility of the facility and will abide by agreement:

- TO FOLLOW ALL FACILITY RULES & PROCEDURES AS SET BY THE RAMSEY COUNTY COMMISSION.
- TO LEAVE THE FACILITIES CLEAN.
- TO RETURN ALL KEYS AS SOON AS POSSIBLE AFTER THE EVENT.
- TO PROVIDE ADEQUATE SUPERVISION AT ALL TIMES.
- TO BE SURE ALL LIGHTS ARE OFF AND DOORS ARE LOCKED UPON LEAVING.

- TO BE SURE THAT NO DRUGS OR TOBACCO ARE USED ON/IN THE FACILITIES.

If there will be alcohol served at this event, please name the provider that has been hired:

Documentary proof positive of adequate liability & casualty insurance coverage in the amount of not less than \$1 million or greater per incident. Please provide name and address of insurance company:

THIS AGREEMENT CAN BE CANCELLED AT THE DIRECTION OF THE RAMSEY COUNTY COMMISSION AT ANY TIME.

FURTHERMORE, _____ AGREES TO ACCEPT ALL LIABILITY FOR ANY INJURIES THAT MAY TAKE PLACE DURING THE USE OF SAID FACILITIES, AND THE RAMSEY COUNTY COMMISSION AND THEIR STAFF ARE HELD HARMLESS OF ANY INJURY CLAIM OR LIABILITY DURING THAT TIME.

SIGNATURE: _____

DATE: _____

Ramsey County Auditor's Office

Contact Person: Leslie Elfman

701-662-7007

524 4th Avenue NE Unit 6

Devils Lake ND 58301-2487