

Morristown COMMUNITY CENTER

General Information

Thank you for choosing Morristown Community Center for your special occasion. The Morristown Community Center provides flexible, environmentally-friendly facility for meetings and events, conferences, conventions, receptions and other special events for all sizes. The building is all one level and easily accessible. Our policies are designed to provide the information necessary to create a wonderful experience for you and your guests. Our location is in close proximity to a wide variety of accommodations in the Morristown area.

Location

Ideal location the Morristown Community Center is just 60 minutes from the Twin Cities, just minutes from Interstate 35. Enjoy easy access to Faribault, Owatonna, Waseca and Mankato.

Hours

Premises must be vacated within one hour of the ending time stated on the attached contract along with personal belongings. It is important to allow for set-up and general clean-up time when deciding your hours of usage.

Set-Up/Decorations

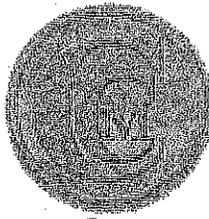
MCC has enhancements for your event available for rent and has exclusive rights to these items and cannot be brought into the Community Center by anyone else. Items include ceiling drapery, pipe and drape, cocktail tables and projector. Rental fees include setting up and taking down tables, chairs, staging and bar by MCC staff. All decorations must be put up and taken down without damaging walls, woodwork, ceilings or floors. Dance wax or any other types of dancing compounds are not allowed. **Confetti, birdseed, rice, water beads** and other items to be used and/or thrown in celebration are strictly prohibited. Candles used for decoration must have flame fully contained. Fogging machines are prohibited inside the facility. All decorations must be removed from the MCC or put in trash bags following the event. You will need to contact the MCC event coordinator's at least two (2) weeks prior to the event for decorating hours. Absolutely no vehicles, trailers or large equipment with rubber tires will be allowed inside the great hall.

Caterers

You may use any caterer of your choice for food/cake that will be used for your event. Caterers must be licensed by the Minnesota Department of Health of local licensing agency. They must provide the MCC event coordinator's with a copy of their license and a general liability certificate of insurance.

Security/Conduct

Smoking is prohibited in all interior areas of the building. No alcohol will be allowed outside the building including parking lot. To assure the security of your wedding gifts and cards, please assign a trusted person to act on your behalf as your gift coordinator to accept and monitor all of your wedding gifts and cards. MCC is not responsible for any loss, damage, injury or illness by the user of the facilities in the MCC. MCC is not responsible for any items that are left in the facility by the renter or contracted service provider. Licensed officer is needed if your event meets all three of these at the same time serving alcohol, music and after 8:00 pm.



Morristown COMMUNITY CENTER

Rental Policies

Thank you for selecting the Morristown Community Center.

We are prepared to do whatever it takes to make your event a success.

To clearly communicate policy, we ask that the contact person for your event read this contract and abide by it. If at any time you have questions, please contact us immediately.

RENTAL PROCEDURES:

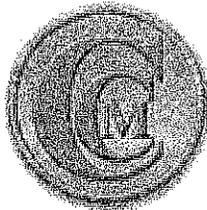
1. Great Hall Room Rentals:

- a. Tentative reservations will be held up to two (2) weeks until a reservation fee equal to the base room rental is received. Damage deposit when required is due no later than thirty (30) days prior to the event date.
- b. Reservations may be made no sooner than eighteen (18) months in advance of the event.
- c. One contact person should be designated to oversee all arrangements with the MCC. This will help ensure a quality event for the renter. The contact person is responsible for making an on-site appointment with the MCC representative to finalize arrangements a minimum of two (2) weeks prior to the event. The MCC is not responsible for any problems that occur with any event that has not had an on-site meeting with the MCC staff.

2. All Other Room Rentals:

Tentative reservations will be held up to two (2) weeks before the full rental is due. For these rooms, a damage deposit may be required.

3. The renter must give written notice of cancellation to the MCC, six months prior to date of event to receive ½ of the deposit, six months or less you will forfeit the whole deposit.
4. The renter may not sublet the facility, nor may the application be transferred.
5. The kitchen is available to approved food providers or individuals. They must provide the MCC event coordinator's with a copy of their license and a general liability certificate of insurance.
6. Under certain conditions, MCC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but not limited to a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event the renter agrees that the City of Morristown shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the MCC for any of the above reasons.
7. By signing an MCC application or by applying funds to the Event enter you there by agree to all rental policies. MCC maintains final approval of all reservations.



Morristown COMMUNITY CENTER

Rental Rates

Great Hall	62' x 98'	Seating up to 500 dinner or 600 theatre
-------------------	------------------	--

Friday, Saturday and Holidays	\$900
Sunday – Thursday	\$400

Half Great Hall	62' x 49'	Seating up to 200 dinner or 250 theatre
------------------------	------------------	--

Friday, Saturday and Holidays	\$450
Sunday – Thursday	\$250

Government Room	Seating up to 40
------------------------	-------------------------

\$25.00 Setup Fee plus \$10.00 per hour

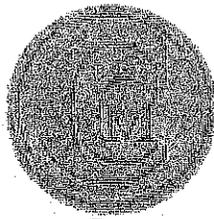
Other Fees

Licensed/Special Officer Fee (if needed see general information)	\$100
Audio System	\$25
Projector and Screen	\$50

Available Inventory

Charges include the set up, clean up and use of our available inventory.

- 40 – 60" banquet round tables seats 8 per table
- 23 – 8' banquet rectangular tables seats 8 – 10 people
- 465 – padded chairs
- 145 – folding chairs
- 12 - High Chairs & Booster Seats
- Podium



Morristown COMMUNITY CENTER

Enhancements for Your Event

The Morristown Community Center has the following inventory for rent and has exclusive rights to these items and cannot be brought into the Community Center by anyone else. These items must be paid in full no later than thirty (30) days prior to the event date. If cancelled within fourteen (14) days prior to your event you will forfeit your payment as it would be non-refundable.

Ceiling Canopy	\$300	
Pipe and Drape	\$100	
5 – High Cocktail Tables	\$10 / per table	
Slide Projector	\$50.00	Total Amount Due _____

Damage deposit of \$100.00 is required if renting these items. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event. If damages exceed the deposit amount you will be responsible for any and all damages over and above this amount.

Make Checks Payable to:
Morristown Commercial Club
PO Box 471
Morristown, MN 55052

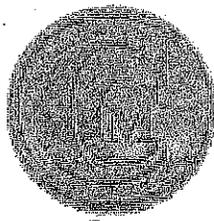
Date of Event

Wedding Color for Lights

Signature of Responsible Party

Date

Signature of Representative of MCC



Morristown COMMUNITY CENTER

Directions and Parking

From the North: (Twin Cities, Northfield, Lonsdale)

South on **Interstate 35 South** take Exit 56 for **MN-Hwy-60 W**, turn left onto **MN-Hwy-60 W** Continue on Turn onto **Holland Ave.** Turn Left onto **2nd St NE** then take the **1st** right onto **Franklin St E** Take the **2nd** right onto **Division St N** arrive at **402 S Division St Morristoryn Community Center.**

From the West: (Mankato, Eagle Lake, Elysian)

Take **MN-Hwy-60 E** East to Morristoryn turn right onto **4th St NW.** Take the **2nd** left onto **Franklin St.** Take the **3rd** right onto **Division St N** arrive at **402 S Division St Morristoryn Community Center.**

From the East: (Faribault, Kenyon, Zumbrota)

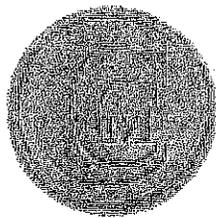
Take **MN-Hwy-60 W** West to Morristoryn. Turn onto **Holland Ave.** Turn Left onto **2nd St NE** then take the **1st** right onto **Franklin St E.** Take the **2nd** right onto **Division St N** arrive at **402 S Division St Morristoryn Community Center.**

From the South: (Owatonna, Medford, Albert Lea)

North on **Interstate 35 North** take Exit 56 for **MN-Hwy-60**, turn left onto **MN-Hwy-60 W** Continue on Turn onto **Holland Ave.** Turn Left onto **2nd St NE** then take the **1st** right onto **Franklin St E.** Take the **2nd** right onto **Division St N** arrive at **402 S Division St Morristoryn Community Center.**

Parking: (Parking at MCC)

Two parking lots available and plenty of overflow street parking.



Morristown COMMUNITY CENTER

Application

This application must be filled out completely by an adult 21 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits in the amount of one half of the total room rental fee must accompany this form prior to the application being approved.

Event: _____ Date of Event: _____

Name of Applicant: _____ Date of Application: _____

Name of Organization (if applicable): _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Work Phone: _____

Purpose of use: _____ Cell Phone: _____

Time of guests to arrive: _____ Leave at: _____ E-Mail: _____

Number of people you expect: _____ Will alcohol be served? _____

Name of Bride and Groom (if applicable): _____

Church location & wedding time _____

Does your event include any fundraising, raffles or concessions? Yes ___ No ___

Will your meal be catered in? Yes ___ No ___ If yes, by who _____

Room Requested: Full Great Hall ___ Half Great Hall ___ Government Room ___

Scroller Info: _____

Where did you hear about the Community Center _____

The Lessee agrees to exercise due care in the preservation of the premises and to prevent littering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the rental fee and be held responsible for any and all damage to persons, property and premises.

Lessee shall indemnify and hold harmless the Lessor and Morristown Commercial Club from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways of walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act of omission, neglect or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney fees. The preceding information is correct to the best of my knowledge. I have received a copy of the Morristown Community Center Policies and agree to abide by all the regulations and policies set forth for the use of the building and or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that the City of Morristown has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center Facilities.

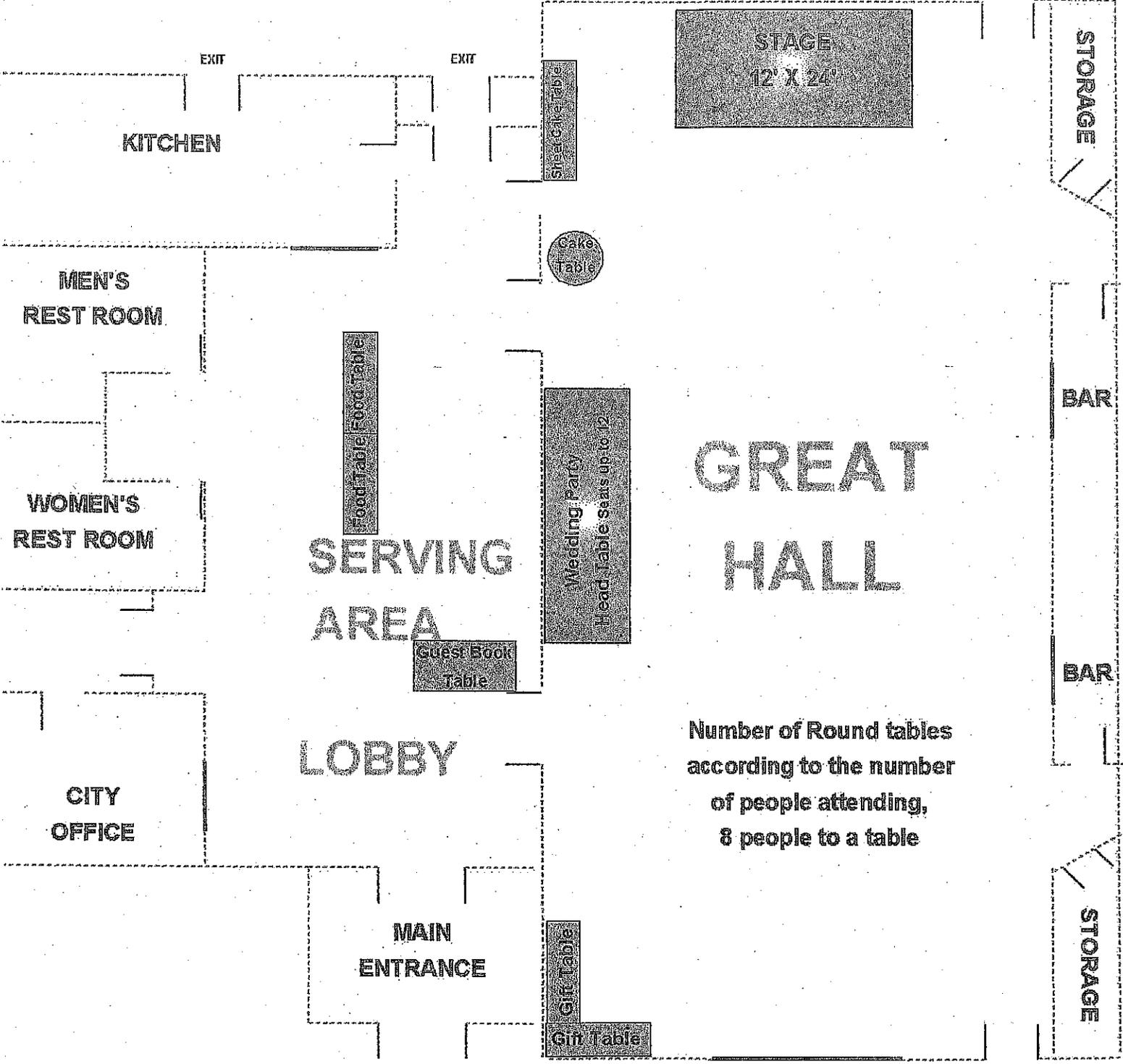
Signed: (must be 21 years of age) _____ Date: _____

Default Setting
This will be the
set up unless notified



Morristown COMMUNITY CENTER

EXIT



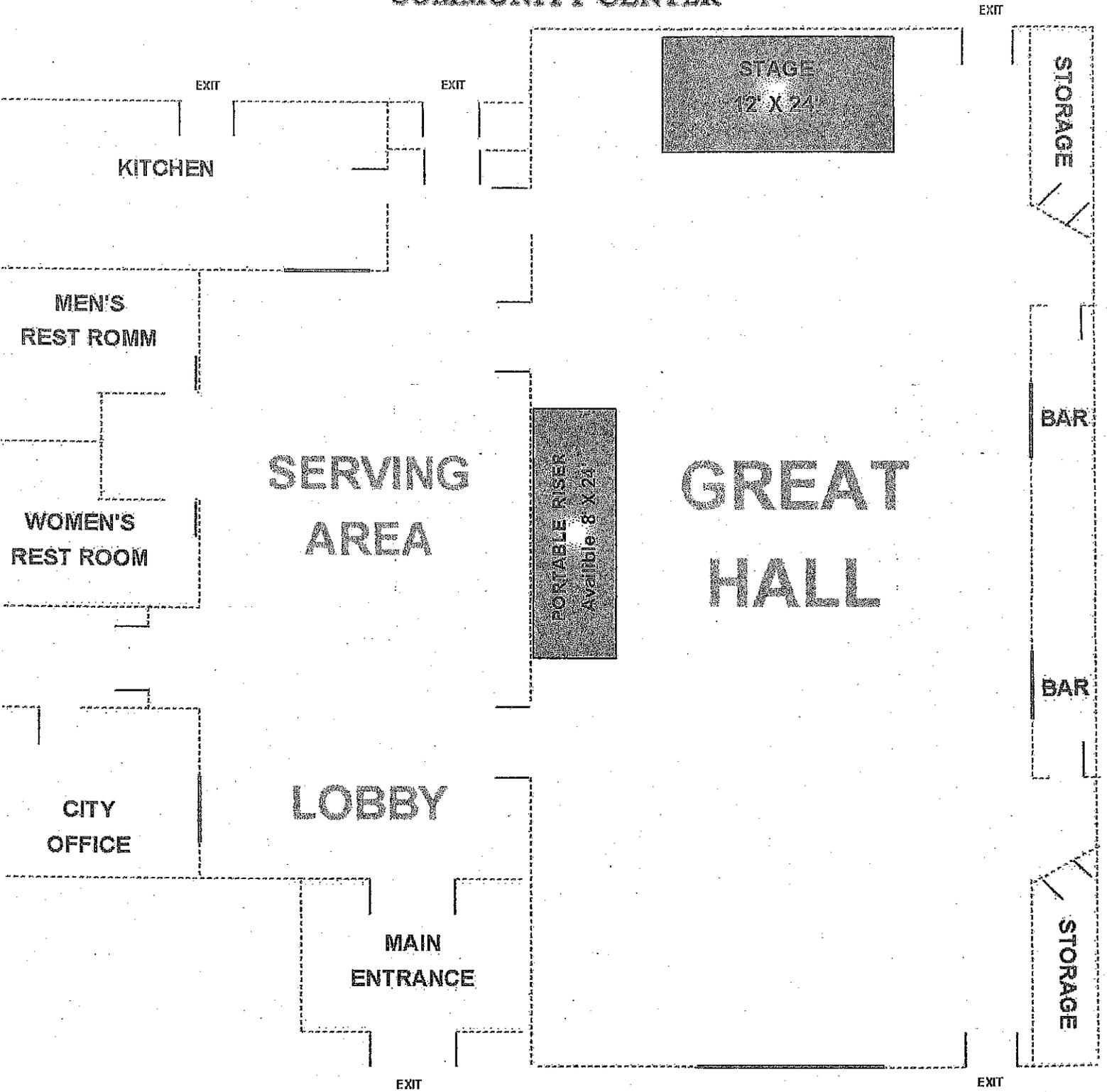
GREAT HALL

Number of Round tables
according to the number
of people attending,
8 people to a table

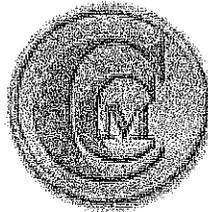
PARKING LOT



Morristown COMMUNITY CENTER



PARKING LOT



Morristown COMMUNITY CENTER

Damage/Clean-up Deposit

The Morristown Community Center requires a damage deposit of \$600.00 be paid at least 30 days prior to the event.
If damages exceed the security deposit amount, the lessee is responsible for any and all damages over and above this amount.

Event: _____ Date of Event: _____

Name of Applicant: _____ Circle Day: M T W Th F Sa Su

Name of organization (if applicable): _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____ Work Phone: _____

Amount Due: \$600.00

FOR DAMAGE DEPOSIT

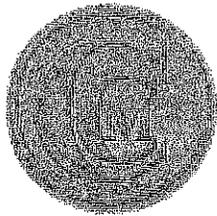
Comments:

For Office Use Only
Amount Paid: _____
Date Paid: _____
Staff: _____

Full Refund

Partial Refund (amount) \$ _____

The MCC requires that damage deposit of \$600.00 be paid at least 30 days prior to the event. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event.



Morristown COMMUNITY CENTER

Cancellation Policy

Event: _____

Date: _____

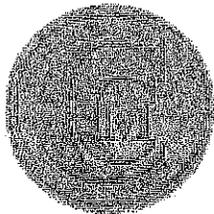
If the event is cancelled less than six months prior to the event, the client will forfeit the rental payment. If the date is cancelled six months or more prior to the event, the client will forfeit one-half (1/2) of the deposit.

I have read the above statement and agree with the terms of this agreement.

Client: _____

Date: _____

Representative of Morristown Community Center: _____



Morristown
COMMUNITY CENTER

Contact

Barb Morris
Adrienne O'Rourke
507-491-2720
Event Coordinator's

morristowncommunitycenter@gmail.com

www.morristownmn.org