

Richter Woods Barn Rental Agreement

Le Sueur County Parks

Terms and Conditions of Agreement

Reservations: In order for your reservation to be guaranteed, Le Sueur County Parks must have received the following three items from the renter: Non-Refundable reservation payment in the form of cash or check. Refundable Damage Deposit equal to total amount of rental, in the form of a check. Completed and signed rental agreement. The Damage Deposit check will be VOID and returned to the renter after the event if all terms of this agreement are met. It will be deposited by Le Sueur County Parks if any terms of this agreement are not met. Non-profit groups (501c3) are allowed use of the barn without a fee.

Hours: Richter Woods Barn and Park are open from 6:00am to 10:00pm. Your rental of the barn gives you exclusive use of the barn for your specified hours during that time range. In your rental agreement, please indicate the times that you will be using the facility.

Services and Supplies provided:

Richter Woods Barn consists of the following amenities that you are allowed to use:

8' Plastic Folding Tables – 8 8' Wood Folding Tables – 3 6' Wood Folding Table - 1

Stackable Plastic Chairs – 68 Metal Folding Chairs – 47

8' Outdoor Picnic Tables with benches – 15 Outdoor fire pit - 1

Richter Woods barn has electricity, outlets, Men's Restroom, Women's Restroom, 27' x 38' first floor open room, and 27' x 49' second floor barn loft.

On-site garbage containers, bags, nearby dumpster, paper towels, cleaning supplies.

Renter Responsibilities:

It is the duty of the renter to make sure that the facility looks exactly the same when you leave as when you arrived. **All cleaning duties are the responsibility of the renter.** Upon the conclusion of the event, the renter must return all chairs to their original location (stackable chairs in SE corner of first floor, metal chairs folded in corner of loft, tables in rows on the first floor). The renter must make sure the barn is clean of ALL garbage and items. Any large messes, mud, spills, etc. have been mopped up or swept out and thoroughly cleaned. The renter is asked to act as a supervisor during the event and make sure all guests are acting in an appropriate manor, limiting situations that may involve a spill, mess, or damage, etc. Any items, garbage, or additional cleaning that is required after your event will result in the loss of your Damage Deposit.

Decorations:

Decorations may not be fastened or secured to the walls with any object that will leave a permanent hole (nails, screws, thumbtacks, etc.). Pushpins and non-damaging masking tape are allowed to secure objects to the walls. Candles are not allowed in the barn. The use of glitter, confetti, straw, hay, etc. is not allowed.

Food and Drinks:

There is no onsite kitchen facility. There are a number of electric outlets that can support the use of crockpots, warmers, etc. Catered meals are allowed. No glass bottles are allowed in the park or barn. Drinks must be served in plastic cups/bottles or cans. The renter shall abide by all State of Minnesota laws when serving alcohol.

Miscellaneous Polices:

Your reservation allows you exclusive access to Richter Woods Barn. Richter Woods Park (playground, trails, etc.) is still open and available to the public during your event.

Le Sueur County is not responsible for items that are left behind, lost, or damaged.

If you wish to set up the day before or tear down/clean up the day after, then you must also rent out the barn for that entire day and follow all rental requirements of this agreement.

There is no heat or air conditioning in the barn. Rentals are allowed from April 1 – October 31, weather permitting.

You must follow all Le Sueur County Parks Ordinances.

Cancellations:

All rental agreements are non-refundable.



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Le Sueur County Parks

Name of Renter: _____

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: _____ Number of Guests: _____

Reservation Purpose (Graduation, Wedding, Reunion, etc.): _____

Cost: \$100 – Graduation, Reunion, Shower, Birthday Party, etc. \$ _____

\$350 – Wedding Ceremony or Reception \$ _____

\$25 for each additional outside item (inflatable, tent, etc.) _____ x \$25.00 = \$ _____

Total Cost (Cash or Check): \$ _____

Damage Deposit (separate check): Equal to total rental cost (Check only) \$ _____

Checks made out to Le Sueur County Parks

By signing below, the renter agrees that they have read all rules and agreements and agree to abide by them.

Renter Signature: _____

Today's Date: _____

Please submit your completed agreement and payment to:

Le Sueur County Parks
88 South Park Avenue
Le Center, MN 56057

Email: tluethje@co.le-sueur.mn.us Fax: 507-357-4520 Phone: 507-357-8201

Office Use Only:

Application Received on: _____ Payment Received on: _____ Deposit Received on: _____

Approved: _____ Check #/Cash: _____ Check #: _____