

# City of Canton

## Canton Depot Rental Agreement

Canton City Hall: 210 N Dakota, Canton, SD 57013, 605-987-2881  
 Canton Depot: 600 W 5th Street, Canton, SD 57013

### Renter Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Basic Event Information & Fees

Type of Event: \_\_\_\_\_  
 Date(s) Reserved: \_\_\_\_\_ Approx. Number of People Attending: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (to include setup & cleanup time)  
 Viking Room:  Half Day (up to 6 hours)  Full Day (6 hours +) \_\_\_\_\_  
 Museum:  Half Day (up to 6 hours)  Full Day (6 hours +) \_\_\_\_\_  
 Boardroom:  Half Day (up to 6 hours)  Full Day (6 hours +) \_\_\_\_\_  
 Total Room Rental Fee: \_\_\_\_\_ PLUS TAX

Rental Fee Schedule			
	Viking Room	Museum	Boardroom
Half Day	\$100.00	\$100.00	\$25.00
Full Day	\$175.00	\$175.00	\$50.00

Cancellation Policy				
	Viking Room	Museum		Boardroom
1-3 Months Prior	50% of Rental	50% of Rental	1+ Months Prior	\$10.00
1 Month Prior	70% of Rental	70% of Rental	1 Month Prior	50% of Rental

*50% off Room Rental Fee for Non-Profit Groups Monday—Thursday*

### Viking Room & Museum Setup & Requirements

Number of Tables: \_\_\_ Round (12 Max.) Chairs per table \_\_\_ (8 is standard)  
 Extra Tables: \_\_\_ 36" Rectangular (1 Max) \_\_\_ 6' Rectangular (2 max) \_\_\_ 5' Rectangular (3 max) \_\_\_ 50" Trapezoid (4 max)  
 Other Items: \_\_\_ Screen \_\_\_ Podium \_\_\_ Extra Chairs \_\_\_ Easel/Whiteboard \_\_\_ American Flag \_\_\_ State Flag  
 Other Comments/Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A diagram of the room setup may be made and attached to this agreement. City staff will make every effort to set up the room as requested. Revisions may be necessary due to the dimensions of the room and/or to maintain access to emergency exits.

# Boardroom Setup & Requirements

This room is setup with a conference table which accommodates eight (8) people. There is a small kitchenette with a small microwave and coffee makers (30 cup and 12 cup).

Dimensions of Room: 19' x 24'

Other Items:  Screen  Podium  25' Power Strip  12' Power Strip  Extra Chairs  Easel/Whiteboard

Other Comments/Notes:

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## Caterer Information

Name of Business and Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Kitchen usage is limited to preparation only as there are no resources in the kitchen or on the premises for cooking. Caterer must leave the kitchen and serving area clean. Leftover food or beverage must be removed before vacating kitchen and serving area. The Kitchen Manual, outlining cleaning and operation procedures, must be followed. The renter will be responsible for damage or misuse of all items. The City of Canton reserves the right to deny use of the kitchen to caterers who have previously not followed established policies and procedures.

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## Linen Rental Information

71" x 71" white linen tablecloths \_\_\_\_\_ @ \$1.25/each = \_\_\_\_\_

52" x 114" white linen tablecloths \_\_\_\_\_ @ \$1.65/each = \_\_\_\_\_

52" x 52" white linen tablecloths \_\_\_\_\_ @ \$0.90/each = \_\_\_\_\_

Linen Napkins \_\_\_\_\_ @ \$0.12/each = \_\_\_\_\_

Napkin Color(s)  Black  White

Total Linen Rental Fee \_\_\_\_\_ + \$5.00 service fee = \_\_\_\_\_ PLUS TAX

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Renter will be charged replacement fees for all items missing and items the linen company

## Alcoholic Beverage Information

Please check the appropriate item. Renters must abide by all laws of the State of South Dakota concerning the use and serving of alcohol.

Alcoholic beverages will be served and consumed at this event. There will be no monetary exchange for the beverages at the event. The beverages will remain in the building.

Alcoholic beverages will be sold at the event. A special event permit is required.

No alcoholic beverages will be served or consumed at this event.

# Total Fees Due

Total Room Rental Fee = \_\_\_\_\_

Tax (8%) = \_\_\_\_\_

Total Linen Rental Fee = \_\_\_\_\_

Tax (6.5%) = \_\_\_\_\_

Total = \_\_\_\_\_

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*I (we) agree to the aforementioned Depot rules and regulations, to assume personal responsibility and any and all liability, for any or all accidents resulting in bodily injury to persons attending my event, damage to the Depot caused by persons during the rental time, any personal property loss or damage, and any liability associated with alcohol consumption at the Depot during my scheduled event. I acknowledge that I have received a copy of the rental agreement and these rules and regulations and have read them and understand them prior to signing them.*

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

City Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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*For Office Use Only*

Person Paying Fees (if different than renter): \_\_\_\_\_

Address & Phone (if different than renter): \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash \_\_\_\_\_ or Check \_\_\_\_\_

Received by: \_\_\_\_\_

Cancellation Date: \_\_\_\_\_

Refunded Fees: \$ \_\_\_\_\_

**Refund Check:**

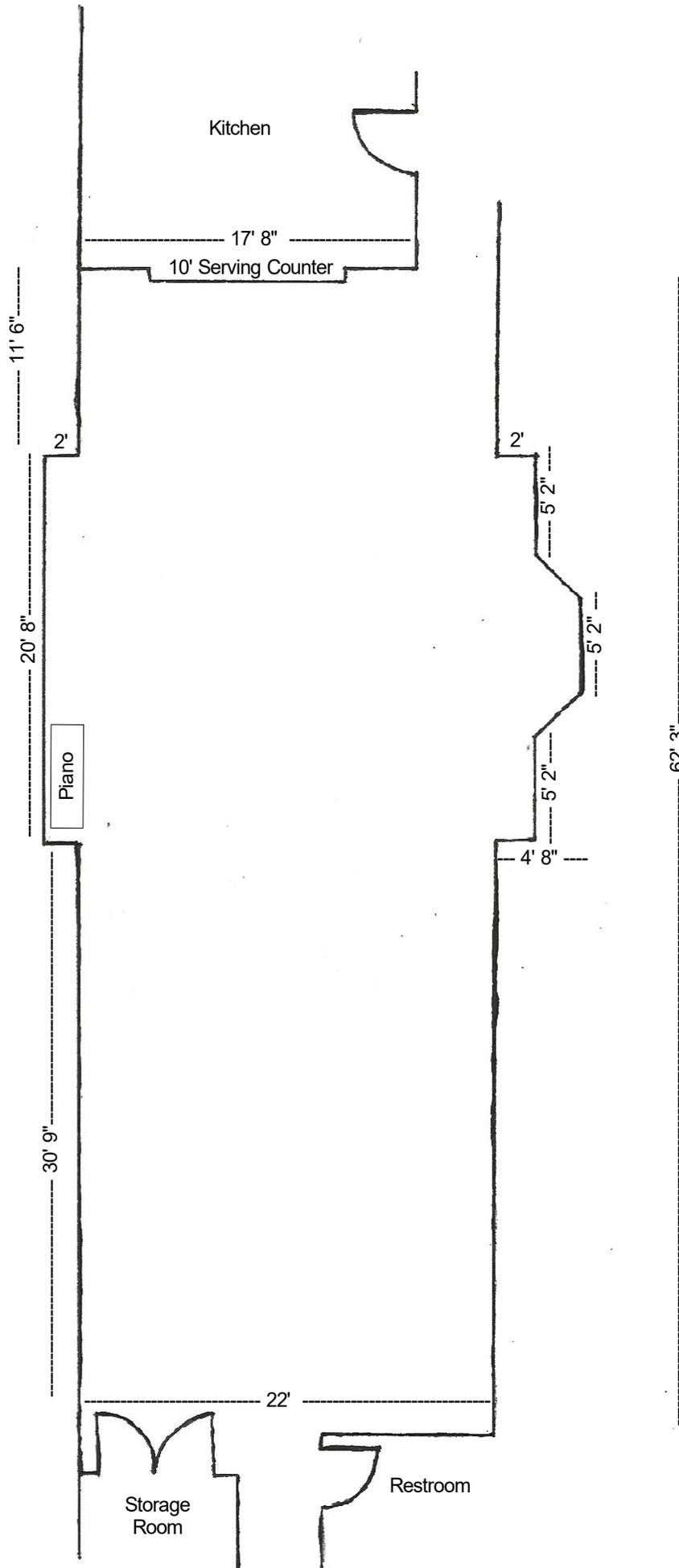
Number: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Cancellation Policy				
	Viking Room	Museum		Boardroom
1-3 Months Prior	50% of Rental	50% of Rental	1+ Months Prior	\$10.00
1 Month Prior	70% of Rental	70% of Rental	1 Month Prior	50% of Rental







# Depot Rules and Regulations

**Reservations.** All events are scheduled on a first come, first served basis. The rooms may be reserved up to one (1) year in advance of the date of the event. The full amount of the security deposit is due at the time of your reservation.

## Fee Structure.

Viking Room Daily Rental Fees: \$95.00 for 1/2 day (up to 6 hours) and \$175.00 for a full day (6+ hours). Kitchen is included in the fees.

Museum Daily Rental Fees: \$100.00 for 1/2 day (up to 6 hours) and \$175.00 for a full day (6+ hours).

Boardroom Daily Rental Fees: \$25.00 for 1/2 day (up to 6 hours) and \$50.00 for a full day (6+ hours).

Official Non-Profit Groups-50% discount on room rental Monday through Thursday.

All rental time includes setup and cleanup. All fees are subject to all applicable sales taxes. All fees are due two (2) weeks prior to the date of the event.

**Security Deposit.** Refund of the deposit will be mailed to deposit payee within seven (7) business days after the rental event if the keys are returned to the City, no personal property is missing or damaged, the rental is cleaned in accordance with the check list, and there are no damages to the rental premises. Any damage that exceeds the amount of the deposit will be billed to the renter.

**Keys.** Keys for the depot may be checked out from Canton City Hall one to two business days prior to your event. Keys need to be returned to the same office no later than two business days following your event. City Hall hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Keys may also be returned by being dropped in the City Hall drop box. If the drop box is used, keys must be placed in envelope with renter name printed on the outside of the envelope. There will be a fee, to include the cost of replacing the locks, for non-returned keys.

## Cancellation Policy.

Viking Room Cancellation Fees: 50% of rental fees if cancelled 1-3 months prior to the event. 70% of rental fees if cancelled 1 month or less prior to the event.

Museum Cancellation Fees: 50% of rental fees if cancelled 1-3 months prior to the event. 70% of rental fees if cancelled 1 month or less prior to the event.

Boardroom Cancellation Fees: \$10 if cancelled over 1 month prior to the event; 50% of the rental fees if cancelled less than 1 month prior to the event.

*(Cancellations fees may be negotiable if due to inclement weather.)*

**Decorations.** Decoration may not be fastened to the walls with pins, tacks, tape, nails, or staples. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, straw, or hay is prohibited in the buildings.

**Storage.** No storage is provided or available before, or after an event. All belongings must be removed at the end of the event. The City of Canton is not responsible for items left behind, before, during, or after an event.

**Alcoholic Beverages.** Permission must be requested on the rental agreement to possess and serve alcohol at events. If alcohol is sold, an additional "Special Events Permit" liquor license must be obtained from the City of Canton. Renters must abide by all laws of the State of South Dakota concerning the use and serving of alcohol. Alcohol must remain inside the building. Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. It is a violation of law to allow or otherwise permit minors to consume alcoholic beverages. If minors are illegally served or allowed to consume alcoholic beverages at the facility, the entire security deposit shall be forfeited and such violations will be reported to the Police Department.

## Prohibited Items and Uses.

- No use of pins, tacks, tape or nails is allowed.
- No live animals, except service animals, may be brought onto the premises.
- Smoking, and the use of tobacco products is prohibited in the building. A smoking receptacle is provided outside the building.
- Weapons are not permitted on the premises.
- No subleasing of the depot is allowed or permitted.
- Motorized vehicles of any type are not allowed in buildings.
- Skateboards and rollerblades are not allowed in the buildings or on the property.
- No chairs, tables, or other items shall be removed from the building.

**Enforcement.** Failure to comply with any of the rules or provisions in this agreement may result in the loss of the security deposit and of future use of the Depot.

**Security.** The signer of the rental agreement, who must be at least 21 years of age or older, is responsible for the orderly conduct of the group. When applicable, the City of Canton may require adult chaperones for youth activities. A list of these chaperones must be submitted to the City of Canton at least ten (10) days prior to the event, including their addresses and phone numbers.

**Liability.** Renter agrees to be liable for any damages to the premises or property which occurred as a result of the renter's use. Costs incurred by damages and additional cleanup above the security deposit amount will be billed to the renter. Except for claims arising out of acts caused by the negligence of the City, the renter agrees to indemnify and hold harmless the City from and against any and all claims arising from the renter's use of the premises.

## General Provisions.

- All events need to end by 1:00 a.m. This includes cleanup time. All people must be out of the building by 1:00 a.m.
- The City of Canton staff may enter any of the rented premises at any time on any occasion.
- The City of Canton reserves the right to photograph rental events for its own records and for use in the future.
- The City shall not discriminate against any person or entity in the rental of the premises.

# Canton Depot Cleaning Responsibilities & Check List

Renter is expected to provide sufficient supervision to minimize spillage of food and beverages in the facility. Accidental spill and stains should be reported to City staff.

Cleaning must be finished no later than the time identified as the ending time of the event. The City of Canton will perform deep cleaning, such as mopping and vacuuming.

To assure prompt return of the security deposit, the renter must complete all the duties below, and return key(s) to Canton City Hall.

1. Clear and clean all tables. Place all table linens in a plastic bag in kitchen.
2. Take down and remove from the building all decorations.
3. Place all trash in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the dumpster located on the north side of the building.
4. Pick up and dispose of any trash and/or decorations outside the building.
5. Place all cleaning cloths in the container in the storage room behind the kitchen. (in south storage room if kitchen is not being used)
6. Shut off all lights and lock all doors. Double check from the outside to make sure doors are locked.

## Kitchen

1. Place all trash in the receptacles. Nothing can be left on the counters or in the refrigerator/freezer. (City staff will take trash out of building.)
2. Wash, dry and put away all pitchers, beverage dispensers, and coffee carafes.
3. Coffee makers and pots must be cleaned according to the instructions posted in the kitchen.
4. All dishes must be washed and replaced in the cupboards. It is acceptable to leave the last load of dishes running in the dishwasher. Please note that the coffee carafes and clear serving trays may NOT be washed in the dishwasher.
5. Place all items in the cupboards.
6. Clean counters, refrigerator, sinks, kitchen cart, and cupboards. Clean off any spatters on the walls.
7. Sweep floor. (City staff will wash the floors.)
8. Close doors and shut off lights.

## Bathrooms

1. Flush all toilets.
2. Place any trash in the receptacles provided.
3. Open the doors. Shut off lights and fan.

PLEASE REPORT ANY DAMAGE FOUND DURING YOUR RENTAL (LIGHTS, DRAINS, CARPET STAINS/ SPILLS, ETC) TO CITY HALL 605-987-2881 OR EMAIL CITYHALL@CANTONSD.ORG.