

**City of Ottertail Minnesota  
Community Center Rental Agreement  
(218) 367-2250**

Rental Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Hours of Use

Type of Event: \_\_\_\_\_

Organization/Renter: \_\_\_\_\_

Location: 93 Lake Ave. Community Center & Kitchen \$75.00  
Training Room \$35.00

**Rental Agreement allows access to Front Door, Restrooms and Kitchen**

**Rental Fee: \$ 75.00 Refundable Deposit: \$ 50.00 is due (separate checks).**

Please make check(s) payable to the City of Ottertail. Deposit will be refunded when attached checklist is returned to City Hall and all items are satisfied. It is the responsibility of User/Renter to make arrangements for getting a key from City Hall prior to the event and returning it the following day.

User/Renter agrees to **indemnify and hold harmless** the city, the city's agents, employees, and members from and against, any claims, damages, losses, and expenses, including reasonable attorney's fees, in case of any and all actions, legal or otherwise, against the city arising out of the use of the property. The User/Renter agrees that if the city is sued by any party or person that claims the city is liable because of this agreement for any reason, the User/Renter will provide defense for the city against any such lawsuit, and agrees to pay for the city's attorney's fees if such a lawsuit is brought. If any court would find that the city is liable to any other party for any reason which results from this agreement with User/Renter, the User/Renter agrees to pay the costs of city's liability to the third person that brought the suit. This protection for the city extends to the city's agents, people that work for the city, and members of the city. The User/Renter's obligation to defend and indemnify the city shall not apply to claims arising solely from the negligence of the city.

**User/Renter agrees to follow any and all community center rental policies.**

**See separate Policies and Procedures posted at the community center.**

Any sales or use of alcohol by the User/Renter must be pre-approved by the City of Ottertail Staff. Any licensee must have liquor liability insurance and list City of Ottertail as other insured on the policy. Non-licensee must provide proof of Event Insurance. **Proof of insurance must be provided to the City prior to use of buildings.** Adequate procedures must be in place to ensure that no one under the age of 21 is served alcohol and also to ensure that no one is served alcohol in an amount to cause intoxication.

Alcohol will be served at this event

City: \_\_\_\_\_  
City of Ottertail

Mailing Address: PO Box 245  
Ottertail, MN 56571

Patty Hensel  
[dcotcity@arvig.net](mailto:dcotcity@arvig.net)  
218-367-2250

Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Please Print Name

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature & Date