

CIRCLE B RANCH RETREAT

27498 Polk St. NE | Isanti, Minnesota 55040 | 651.233.6263/763.245.2740



RETREAT CENTER RENTAL AGREEMENT

Thank you for utilizing the Circle B Ranch Retreat Event Barn referred to in this document as the "Facility." We are proud to offer use of the Event Barn to our residents and their guests, and appreciate your efforts in helping us care for it by adhering to the **Terms and Conditions** set forth in this agreement. **Please read this agreement carefully and in its entirety.** By signing this document and submitting your rental fee and security deposit, you are entering into a legally binding contract with Circle B Ranch Retreat.

TERMS AND CONDITIONS

RESERVATION POLICY.

A verbal or email request to reserve a facility places a tentative hold for a period of five business days. It is NOT a reservation. In order to secure rental of the facility, a signed agreement accompanied by **two (2) checks**, the appropriate rental fee plus sales tax and a security deposit must be received within 5 business days of the reservation request. Please post-date the security/cleaning deposit check, to coincide with the date of your event. The rental fee plus sales tax will be processed upon receipt, the security deposit will be held and shredded three days after the event, provided all **Terms and Conditions** have been met.

PAYMENTS: Only certified payment or a check drawn on the account of a Circle B member will be accepted.

RENTAL FEE SCHEDULE (capacity 300):

Rental	Event Type	Access	Rental Period	Rental Fee	Rental Deposit (Half the fee)	Sales Tax	Total Fee + Sales Tax	Security Deposit
Barn	Non-Wedding Event							\$1000
Barn	Community Event / Multi							\$1000
Barn	Wedding Event							\$1000
Nest	Nest Event							\$500

Rental Fees are due at time of signing, in special cases may be waived at the sole discretion of Circle B Ranch Retreat for events of a community-wide or charitable nature. **The security/cleaning deposit will not be waived.** Wedding events (ceremony and/or reception) will be limited to specific weekends throughout the year based upon the needs of Circle B Ranch. The facilities are rented out on a first come, first serve basis.

THE NEST:

NON-WEDDING EVENTS: This agreement **DOES NOT** permit resident and/or resident sponsored renters access to the grounds, outbuildings, and house. If you would like to access the grounds or buildings, please contact Circle B for details.

WEDDING EVENTS: This agreement permits renters who rent the facility for a wedding event access to the farm grounds including the restroom located on the farmstead in an outbuilding adjacent to the barn grounds. If you would like to access the buildings, please contact Circle B. To access the restroom and grounds, a key and lanyard permit will be checked out to you in addition to the facility key.

ACCESS: You will be given one set of keys to the facility at the Circle B office. The keys provide access to the barn exterior and interior door locks. To access the restroom in the outbuildings, a key and lanyard permit will be checked out to you in addition to the facility keys. You are responsible for the return of **all** keys (and lanyard permit if applicable) to the Circle B office no more than 3 days after your event. Loss of or failure to return the keys will result in a replacement fee of \$50 which will be deducted from the security deposit.

CANCELLATION POLICY (NON-WEDDING EVENTS): The security deposit and rental fee, less a \$1000 cancellation charge, will be refunded if notice of cancellation is received 60 days or more in advance of the rental date. Notice of cancellation received less than 60 days in advance of the rental date will result in loss of the rental fee and return of the security deposit.

CANCELLATION POLICY (WEDDING EVENTS): Weddings are subject to a 60-day cancellation notice. With 45 days' notice, the security deposit and rental fee, less a \$1000.00 cancellation charge, will be refunded.

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HOURS OF USE: The facilities may be utilized between the hours of 9:00 AM and 12:00 AM. **Events must conclude at 1:00 AM without exception.** In order to meet the Cleaning Guidelines described below, up to 5 members of the rental party may remain at the Facility until 2:00 AM for purposes of cleaning only.

FOOD AND CATERING: The kitchen is a staging area only, and not approved for food preparation or storage. You may use a caterer of your choice or bring your own homemade food. You or your caterer must provide all personnel, equipment, and rentals.

NON-WEDDING EVENT / ALCOHOL: You may bring your own alcoholic beverages to serve along with your non-alcoholic beverages to share with your guests. You cannot sell alcoholic beverages without a special permit and/or hiring a licensed and insured alcohol vendor. Consumption of alcoholic beverages by any person under the age of 21 is prohibited. And, it is your responsibility to ensure that your guests' behavior adheres to the Circle B Facilities Agreement. Any behavior reported to Circle B that is destructive or violent in nature will be subject to the early termination of your event, possible loss of security deposit and subject to any other applicable laws violated.

WEDDING EVENT / ALCOHOL: If alcohol will be consumed at your event, you must provide **Special Event Liability Insurance that includes Host Liquor Liability** by (a) an extension of your homeowner's policy; (b) your business liability policy; or (c) purchasing a special event policy names **Circle B Ranch Retreat** as Additional Insured. The insurance requirements for the Circle B facilities are \$1M liability coverage \$1M aggregate.

If you are sponsoring an individual and completing the Agreement for a guest renter, the guest renter must provide special event and liquor liability insurance. The certificate of insurance can be (a) an extension of your homeowner's policy; (b) your business liability policy; or (c) purchasing a special event policy names **Circle B Ranch Retreat** and **you** as Additional Insured. The insurance requirements for the Circle B facilities are \$1M liability coverage \$1M aggregate. The certificate of insurance must be received **10 days** prior to the date of your event.

It is your responsibility to ensure that your guests' behavior adheres to the Circle B Facilities Agreement. Any behavior reported to Circle B that is destructive or violent in nature will be subject to the early termination of your event, possible loss of security deposit and subject to any other applicable laws violated.

PARKING: Parking accommodations for approximately 75 vehicles are provided adjacent to facility and 25 at the Nest.

PROHIBITED MATERIALS: Confetti, birdseed, rice, glitter, sparklers, and similar materials are not permitted on the premises. Open flames, firearms, and pyrotechnic devices are strictly prohibited as is smoking in all areas of the Facility or adjacent grounds.

CHILDREN: Anyone under the age of 18 must be fully supervised at all times.

NOISE: Please be considerate of neighbors with the volume of music/entertainment. **Any request by a Circle B staff member to reduce volume of noise during an event MUST be honored.** Failure to do so will result in immediate termination of event and possible fines levied.

DECORATIONS: Decorations must be free-standing. Affixing objects to the walls, floors, or ceiling with nails, staples, tacks, or other materials is prohibited. Please do not decorate with any decorations that cannot be cleaned up. You are responsible for taking down anything that you put up. Please ensure that all your belongings are removed from the facility and/or grounds, the night of your event (or following day if a 3-day rental).

SEATING AND SUPPLIES: A limited number of tables and chairs are included with the rental of the Facility. Any additional rentals (i.e. tables, chairs, portable toilets, shade structures, etc.) must be provided by the renter. Kitchen supplies, linens, dishes, etc. must be supplied by the renter. It is the renter's responsibility to remove all items brought in or rented by the end of your rental time, unless otherwise arranged with **Circle B Ranch Retreat**. Long-term storage of event items cannot be accommodated on the premises.

CLEANING GUIDELINES: It is the responsibility of the renter to clean the premises immediately following use. **Arrangements for cleaning at a time other than immediately following the event must be approved and facilitated by Circle B Ranch Retreat.** Premises must be left in condition in which they were found. This includes:

- Tables and chairs returned to the storage room
- Barn floor and surrounding area swept of debris
- Decorations / personal items removed from premises
- Stove/oven must be wiped clean of any food spills
- Kitchen / bathroom counters, sinks, and floors cleaned
- Garbage bagged and put in outside dumpsters
- Doors / windows closed and/or locked
- Trash picked up from facility grounds including the farmstead if applicable

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CLEANING SERVICE: In the event that the contracted party wishes to hire an outside cleaning service to complete the tasks listed above, please speak with a member of Circle B Ranch Retreat who will be happy to coordinate this service for you. Circle B is solely responsible for the hiring of outside cleaning services related to Circle B facilities. The fee for such outside cleaning service is listed below:

- For After Event Cleanings: Scheduled in advance, a cleaning service will come in and clean up after the event for an additional fee of \$250. This will include all of the services listed above plus cleaning up after the party, including breaking down tables and chairs.
- For Emergency or Unscheduled Cleanings: Available by contacting Circle B Ranch Retreat. The additional fee for this service is \$350 and will include all of the services listed above plus cleaning up after the party, including breaking down tables and chairs.

SECURITY DEPOSIT: A refundable security and cleaning deposit is required for each event. The deposit will be held for security of the rented facility and/or any rental items damaged, lost, stolen, broken, or altered at all from their original state throughout the duration of the event term. The facility and rental items will be examined at the end of your rental term. The security deposit will be held and returned three days post event, provided all terms and conditions have been met and the facility keys returned. **In addition, should ANY violation of any portion of this Rental Agreement cause a Circle B member to be present during the event, the security deposit will not be refunded. If providing a check for the security deposit it is due at the time your event is booked along with your rental deposit (this is half of your rental fee).**

LEGAL: Renter assumes all responsibility, risks, liabilities, and hazards incidental to the event (including but not limited to the serving of alcoholic beverages) and hereby releases and forever discharges Circle B Ranch Retreat, its directors, employees, agents, and volunteers, present, past and future, from any and all claims, costs, causes of action and liability for personal injury or death and loss, damage to or destruction of property arising from or in connection with the event or the use of Circle B facilities, grounds, and appurtenances. Renter agrees to indemnify and hold harmless Circle B Ranch Retreat, its directors, employees, agents, and volunteers, present, past, and future, from any and all claims for loss, damages or injuries arising from or in connection with the event or the use of Circle B Ranch Retreat facilities, grounds, and appurtenances.

The preceding **Terms and Conditions** have been designed to protect Circle B Ranch Retreat farmstead, grounds, plant beds, environment, and guests. Breaches of any section of this agreement are grounds for retention of the security deposit. Should repair and/or replacement exceed the security deposit; the contracted renter will be responsible for a fine sufficient to cover the cost of any damages to the facility and/or the property.

I have read and understand this rental agreement for the Circle B Ranch Retreat Event Center, and agree to hold Circle B Ranch Retreat harmless from any and all claims, demands, suits, actions, damages, liabilities, and/or expenses, including but without limitation reasonable attorney's fees, arising out of or in connection with personal injury, property damage, loss and/or theft related to the contracted event. I will conduct the event in compliance with the Terms and Conditions of this agreement and all applicable laws, statutes, ordinances, regulations and any other governmental requirements pertaining or relating to the event, or the Facility, and I will be responsible for ensuring all guests, vendors, and other invitees to the Facility or the event are also in such compliance.

Client sign, print and date below:

Initial Page

Date