**Miner Convention Center**

2610 E. Malone Ave.

Miner, MO 63801

573-471-8520/ Fax: 573-471-1959

**RENTAL SCHEDULE & FEES**

 ***MEETINGS AND SPECIAL EVENT PRICING BELOW***

|  |  |  |  |
| --- | --- | --- | --- |
| **HOURS** | **1 SECTION** | **2 SECTIONS** | **3 SECTIONS** |
| 4 HOURS | $200.00 | $400.00 | $600.00 |
| 8 HOURS | $400.00 | $600.00 | $800.00 |
| 12 HOURS | $600.00 | $800.00 | $1000.00 |

 ***WEDDING PRICING BELOW***

ONE DAY RECEPTION $1200.00 8AM-MIDNIGHT

ENTIRE WEEKEND $2000.00

 Includes: Friday Night 5pm-Midnight (Decorate/Rehearsal)

 Saturday 8am-Midnight

 Sunday 8am-Noon (Clean up)

Wedding pricing is for all three sections with Kitchen included.

Holidays of Thanksgiving Day, Christmas Day and Easter Sunday are NOT rental days.

Other Holidays (11:00 to 5:00 p.m.) $50.00 more per section

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 SMALL MEETINGS 10 ppl or less

Break Out Rooms $40.00 Cost is for four (4) hours without projector

(DAILY RENTAL ONLY) $50.00 Projector/Screen for four (4) hours

Stage Rental per section $10.00

Stage has 9 4x8 sections (Total 16 x 16 stage)

Dance Floor $50.00 for 18 x 18 floor

Kitchen $50.00 cost for use of Kitchen (unless you rent all 3 sections)

Tech Fee (Sound/Projector $50.00

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**Rental Deposit for Special Events/Meetings** is $50.00 per section and must be paid at time of reservation. Deposits will be refunded if canceled forty-five (45) days prior to the date of the event. ALL rental fees must be paid in full at least forty-five (45) days prior to the date of the event.

**Rental Deposit for Weddings** is $300.00 and must be paid at time of reservation. Deposits will be refunded if canceled sixty (60) days prior to the date of the event. All rental fees must be paid in full at least forty-five (45) days prior to the date of the event. This rental deposit is also a security/damage deposit that can be refunded if the center is returned to its original state without damages, stains in carpet, etc.

**Security/Damage Deposit** in the amount of $100.00 per section shall be required and will be refunded if the center is returned to its original state with no carpet stains or tears or other damage to the facility. The clean-up fee will be refunded within fifteen (15) days of the event closing if at all possible.

**Events serving alcohol and/or charging admission** will be charged a cleanup deposit in the amount of $500.00 Security/Damage Deposit and will be refunded if the center is returned to its original state with no carpet stains or tears or other damage to the facility. The Security/Damage Deposit will be refunded within fifteen (15) days of the event closing if at all possible.

***CONTRACT FOR RENTAL***

**MINER CONVENTION CENTER**

**2610 E. Malone Ave.**

**Miner, MO. 63801**

**573-471-8520 / Fax: 573-471-1959**

 **The signers of this contract do hereby agree to the rules and regulations of the Miner Convention Center and will abide by these rules while using the center facilities.**

 **We the undersigned understand the rental fees and all associated fees must be paid in full at a minimum of forty-five (45) days prior to the date of the event. If these fees are not paid you risk losing the use of the facility on the requested date as well as the forfeiture of a rental deposit that has previously been paid. If you need more time in case of an emergency, please contact us and we will be happy to try to work out something convenient for both parties.**

 Tables, chairs and ice will be furnished. All other items must be furnished by the renter.

 City ordinances prohibit smoking in city buildings thus **NO SMOKING** will be allowed in the Center.

 Decorations must be free standing and shall not be taped, stapled, tacked or in any way attached to the walls, floors, ceilings or furniture. Floating candles ONLY are permitted for centerpieces. Candelabra’s are allowed for weddings but must be **drip free candles.** **NO GLITTER, CONFETTI OR FIREWORKS allowed.**

 **Events serving alcohol and charging admission** must contact the city Collector at least forty-five (45) days prior to the event to purchase a special liquor license at the cost of $30.00 per day. This also includes events charging admission and allowing patrons to bring in their own alcohol. Liquor sales and consumption must stop at 12:00 midnight. Collector 573-471-8520.

 All caterer’s, D. J’s and bands must purchase a business license in order to participate in events held at the Center.

 All trash, decorations, food and other items must be removed and taken home or properly placed in the trash containers available outside the building. Tables & chairs must be cleaned and free of all items not furnished by the city.

 **Renters are liable for all damages exceeding the deposit posted by the renter. The renter must reimburse the city in full for damages within ten (10) days of being billed. In failing to do so the renter is subject to arrest on charges of destruction of public property and will incur the cost of the damages plus a fine.** The Lessee shall be solely responsible for any and all damages to property from negligence or intentional acts or omissions of its agents, servants, and employees in connection with the event. The Lessee agree to indemnify and hold the City of Miner and Miner Convention Center harmless from and against all injuries, losses or damages sustained by any person arising directly or indirectly or related to the use of the City of Miner’s facilities, including any claims based upon negligence of The City of Miner and its agents, employees, officers, directors and members. Any dispute or claim arising under or with respect to the agreement will be resolved by arbitration. Only direct damages may be awarded.

Liability insurance is available through many insurance companies as a rider on an individual’s homeowner insurance for a nominal cost. The City of Miner strongly recommends renters of this facility to look into acquiring such coverage for their events. The individual who signs this contract is the responsible party and must remain until the closing of the event. The Miner Convention Center and the City of Miner has the right to refuse service to anyone. Liability insurance with policy limits at least $1,000,000.00 is ***required*** for **EVENTS CHARGING ADMISSION FOR PROFIT AND ALLOWING ALCHOHOL CONSUMPTION.**

The City of Miner may revoke the permission hereby granted prior to the event taking place with just cause, or anytime if the event is found to be in violation of any of these conditions.

**CLEANING MUST BE DONE BEFORE RENTAL TIME IS UP FOR SECURITY/DAMAGE DEPOSIT TO BE REFUNDED**

MINER CONVENTION CENTER

RENTER’S CLEAN-UP RESPONSIBILITIES

1. If you bring it into the building take it with you when you leave or put it out with the trash. There are several trash receptacles and trash bags to assist with this part of the clean-up. There is also a dumpster for you to dispose of your full trash bags.

2. Wipe off all tables and counter tops used for your event. We have towels and spray cleaner for this part of the clean-up.

3. If you use the kitchen, you are responsible for clean-up of all tables, counter tops, sinks and appliances used in these areas. Again, cleaning supplies will be available.

4. Stack Chairs. Use a vacuum cleaner to vacuum the floors of the area used for the event. This includes the main room and kitchen. We have one vacuum cleaner for your use. There are also brooms and mops for kitchen clean-up. (We will take care of the restrooms and entry way).

5. If you have a spill during your event that needs immediate attention, we also have mops and buckets for the kitchen area. Ask our staff person on site for assistance.

6. Even if you are not cleaning up the facility you must do the following that is in your rental agreement signed by you:

ALL trash, decorations, food and other items must be removed and taken home or properly placed in the trash containers available outside the building. Tables & chairs must be cleaned and free of all items not furnished by the city.

WE APPRECIATE YOUR HELP IN HELPING US KEEP OUR FACILITY CLEAN AND ATTRACTIVE. THANK YOU FOR YOUR BUSINESS AND FOR YOUR HELP.

**Type of Event:**   **Rental Hours:**

**Date of Event:**  **Receipt #:**

**Name of Renter Phone #:**

**Address:**

**City, State, Zip:**

**Name of 2nd Renter or other contact**: **Phone #:**

**Party Name:**

**Email Address**

**REFUND CHECK TO**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Sections Rented: 1 2 3

# Of Hours Rented: 4 8 12 Total Cost $

Wedding Pricing**:** 1 Day or Weekend

Breakout Rooms: 1 2 Total Cost $

Kitchen Total Cost $ Included

Stage 4x8 Sections 1 2 3 4 5 6 7 8 9 Total Cost $

Tech Fee (Sound/Projector) Total Cost $

Dance Floor (18x18 Floor) Total Cost $

Security/Damage Deposit **Total Cost $**

 **Total rental cost $**

**Less Deposit paid $ Due @ signing**

 **Balance remaining$ Balance due by:**

We/I the undersigned understand the above rules and regulations and agree to abide by such.

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Renter Signature

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Date of Signing

WITNESS:

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City of Miner Representative