



City of Spearfish

Hudson Hall Reservation Request Form

122 Recreation Lane, Spearfish, SD 57783

Email: rentals@cityofspearfish.com

Phone: (605) 722-1430

Today's Date:		Contact Name:	
Phone:		Organization Name:	
Preferred Method of Contact: PHONE EMAIL		Email:	
Residential Address (Include City, State, Zip):			
Mailing Address—If different than Residential (Include City, State, Zip):			
Date of Event:		Type of Event:	
Building/Facility Requested: <input type="radio"/> Entire Building <input type="radio"/> Room B (30 people) <input type="radio"/> Room C (60 people) <input type="radio"/> Room D (20 people)		Time Requested: <input type="radio"/> 8:00am—2:30pm <input type="radio"/> 3:30pm—Midnight <input type="radio"/> 8:00am—Midnight	
Will admissions be charged, fees be collected or will donations be accepted? <input type="radio"/> Yes <input type="radio"/> No		Will there be alcohol? *If alcohol will be present, see "Requirements for Alcohol" page.* <input type="radio"/> Brown Bag Permit (EX: Open cooler of Beer/Wine; BYOB) <input type="radio"/> Special Alcohol License (EX: Cash Bar or Admissions will be charged) <input type="radio"/> No	
This request does not guarantee a reservation. You must speak with City Staff to confirm availability, as well as complete the items listed in this contract. Return this form to the Spearfish Rec Center, or to one of the contact methods listed at the top of the form.		Anticipated Number of Attendees:	
		Detailed Event Description: <small>(Please include any additional relevant details including special requests)</small>	



AUTHORIZATION FOR PAYMENT (Debit/Credit/ACH)

Here's How Payments Work:

You authorize scheduled charges to your debit or credit card, or ACH (Checking/Savings). You will be charged the amount indicated below. A receipt for each payment will be emailed to you. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. All information will remain confidential and be destroyed immediately after use.

FILLING OUT THIS FORM IS A REQUIREMENT The payment information you provide us with will act as a security deposit. Additional charges may apply for cleaning/damage. You will be notified of these charges.

Name on Card/Account: _____

Billing Address: _____

Payment Method: Visa _____ MasterCard _____ Discover _____ ACH _____

Complete Section 1 OR 2 below:

1 Credit Card Number: _____

Expiration Date: _____ Card Identification Number: _____ (3 digits on the back of card)

2 Account Type: Checking Savings

Name on Acct _____ Bank Name _____

Account Number _____ Bank Routing # _____

Bank City/State _____

I authorize City of Spearfish to charge the above to the PAYMENT METHOD provided herein:

for _____ on or by _____ AND _____ on or by _____
Down Payment (Date) Rental Balance (Date)

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify City of Spearfish in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of a Transaction being rejected for Non-Sufficient Funds (NSF) I understand that City of Spearfish may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$40 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

HUDSON HALL

222 West Hudson Street
Located South of City Hall

FACILITY USE TERMS & CONDITIONS

Rental

Rooms B & D			
	Class 1	Class 2	Class 3
Half Day	\$15	\$35	\$50
Whole Day	\$20	\$50	\$75

Room C			
	Class 1	Class 2	Class 3
Half Day	\$20	\$40	\$60
Whole Day	\$25	\$50	\$75

Entire Building			
	Class 1	Class 2	Class 3
Half Day: Regular Rate	\$50	\$75	\$130
Half Day: Resident Rate	-	-	\$100
Whole Day: Regular Rate	\$75	\$100	\$175
Whole Day: Resident Rate	-	-	\$140

Alcohol Contact Finance Office

- The fees listed above do not include any fees required for the appropriate licenses or permits required if alcohol will be present at the event.

1. The Renter must provide a credit card or bank account to act as security in addition to the rental fees. The payment information is held by the City to ensure proper cleanup and cover any damages that occur to the facility, equipment, and surrounding area during the rental. The City reserves the right to charge the Renter for all additional charges related to janitorial services, maintenance or repair services, emergency services required because of the Renter's use, and City staff time related to any of these additional charges. The issues the Renter may be charged for include, but are not limited to
 - a. Damage to facility, equipment, or surrounding area.
 - b. Insufficient cleaning of building or premises.
 - c. Renter's use exceeded time frame reserved.
 - d. Facility keys are lost or not returned.
 - e. General policies, rules, and procedures are not followed.
 - f. Misuse of the facility.
 - g. Staff time for removal of items left in facility or storage of any items.
 - h. Police intervention required as a result of the event.
 - i. Renters are responsible for their guests' conduct.
 - i. Misrepresentation of the type of event held or of the group/individual actually using the facility.



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

2. Rental times

Half Day: 8:00 a.m. to 2:30 p.m. **or** 3:30 p.m. to Midnight

Whole Day: 8:00 a.m. to Midnight

Weekend Rentals: Only Room B is available on Saturdays

The event must conclude and the facility must be returned to its pre-event condition by the end of the selected time frame. The rental timeframe includes set-up and clean-up time of the facility and grounds. The City maintenance staff will inspect the facility at 7:00 a.m.

3. Events attended by minors must have one adult (21 years or older) for every 10 minors. The City reserves the right to refuse rental if the Renter cannot meet this requirement.
4. The City may require the Renter to hire security. Renters would then be required to make their own arrangements and provide proof of said arrangements. These costs are in addition to the facility rental fees.
5. Alcohol is not permitted unless the Renter obtains the appropriate license or permit. The Renter must be 21 years of age and provide proper identification at the time of the application. Renters who have alcohol that their events must have a professional cleaner clean the facility. The cost of the professional cleaner is not included in the rental fee. The Renter is responsible for hiring and coordinating the services of the professional cleaner.
6. The Renter may use the tables and chairs in the facility. The Renter will be responsible for any missing or damaged tables or chairs. Room B has 30 chairs, 2 four-foot round tables and 3 eight-foot tables. Room C has 60 chairs, 2 four-foot round tables and 4 eight-foot tables. Room D has 20 chairs, 2 four-foot round tables and 1 eight-foot table.
TABLES AND CHAIRS ARE NOT ALLOWED OUTSIDE THE BUILDING.
7. The Renter shall abide by all local ordinances and state and federal laws.
8. Roller skates, skateboards, bicycles, motorized vehicles, or any other mechanical devices are prohibited in the building. Sports activities (e.g., soccer, basketball, etc.) are not allowed in the facility.
9. Tobacco products are prohibited within all City facilities. The Renter is responsible for ensuring all litter including discarded tobacco products outside of the facility is cleaned up. The Renter will be responsible for the repair of any damages or additional cleaning necessary if tobacco products are used in the facility.
10. Renter agrees to comply with all the terms and conditions set forth herein and all City rules and regulations. The undersigned warrants that if the Renter is not an individual, he/she has the authority to bind Renter.



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

11. Cancellation Policy:

- a. If the Renter cancels **at least 90 days** prior to the event date, the rental fee minus the down payment is refundable.
- b. If the Renter cancels between **31 and 90 days** prior to the event date, 50 percent of the rental fee minus the down payment is refundable.
- c. If the Renter cancels **30 days or less** prior to the event date, no refund will be issued.
- d. The City strives to ensure the facility is available when a rental is booked. However, in the event the facility is double-booked, the Renter who first reserved the facility will be given priority. The City will notify the Renter of the cancellation as soon as practicable and will make an effort to accommodate another date. The deposit and the rental fee, if paid, will be refunded.
- e. Any other fees the Renter paid such as for a permit or license for alcohol are non-refundable.

GENERAL POLICIES, RULES, AND PROCEDURES

1. Air Conditioning and Heating

The facility is air-conditioned. There are two thermostats in the facility, one located in the main hall next to the restrooms; the other is located in Room C. The thermostats are programmed appropriately throughout the seasons.

2. Animals

With the exception of service dogs, animals are not allowed in the facility without prior approval. The Renter is responsible for any damages caused by the animal.

3. Flooring

The Renter is responsible for all damage to the flooring during the rental including the cost for any repairs, replacement, or cleaning required after the rental. If the stain cannot be sufficiently cleaned the Renter will be responsible for replacement costs. To prevent damage to the floors, do NOT drag tables, chairs, or other heavy items across the floor. If the rugs or mats get wet, roll them up, place them in garbage bags, and put them by the front door. Do not throw them away. Please mop up ice melt as soon as possible as it may cause damage to the flooring.

4. Decorations

Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, windows, or floors. Nothing may be suspended from rafters or light fixtures. It is the Renter's responsibility to inform any decorators, vendors, and guests of this rule. Renters should check with City staff for further information on appropriate decorating methods. The Renter will be responsible for any damages to the facility. If balloons will be used in the decorations, extreme care must be taken to keep them securely tied to a base. The Renter is responsible for additional costs incurred for retrieving lost balloons. **The use of glitter, confetti, rice, or sand is not permitted.** **Fog machines are prohibited inside the facility.** Birdseed may be used **outside** of the facility.



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

5. Facility Cleaning

Renters are required to restore the facility and surrounding area back to its original condition. Any costs associated with clean-up are not included with the rental. Cleaning supplies are located in the kitchen. Brooms, mops, and a vacuum are in the main closet. All cleaning must be completed by the end of the rental timeframe.

Floors: The carpeted areas are to be vacuumed and spots cleaned. The tile is to be swept and mopped where necessary. The dust mops, mops, buckets, and cleaning solution is located in the kitchen and in the closet in Room C. Drains for the water are in the kitchen and the closet in Room C. The water must be poured slowly.

Garbage: All garbage, including restrooms and lobby, must be placed in the black containers located outside on the South and West sides of the building. Reline garbage cans with the liners provided under the kitchen sink, lobby coat rack, and closet in Room C. If garbage has spilled into the container, clean it out.

Kitchen: Clean all appliances inside and out. Check the refrigerator and freezer and remove any items. Clean off counters with wet cloth. Sweep and mop the floor. Make sure the stove burners and oven are off. Remove garbage, spray disinfectant in the containers and replace liners. Remove ALL items brought into the kitchen.

Tables and Chairs: The tables and chairs must be wiped down, folded, and placed back in their proper storage area.

General: All cleaning must conclude by the end of the rental period. Clean all outside areas surrounding the facility including parking areas used by the Renter and guests. Check all windows and doors to make sure they are closed and secure before leaving. All doors must be locked. All items brought in by the Renter, guests, staff, decorators, caterers, or others must be removed by the end of the rental timeframe.

6. Keys

The Renter is responsible for picking up keys for the facility from the Spearfish Rec & Aquatics Center, 122 Recreation Ln. during any of the following hours:

Monday through Friday: 5:30 a.m. to 9:00 p.m.

Saturday: 8:00 a.m. to 6:00 p.m.

Sunday: Noon to 6:00 p.m.

The Renter will be provided one set of keys. It is the sole responsibility of the Renter to unlock the facility for their guests, staff, decorators, caterers, etc. The Renter must return the keys to the Spearfish Rec & Aquatics Center the day after the rental or on the Monday morning following the event if the rental is on a weekend.

7. Lost & Found

Lost and found items must be claimed within 10 working days after the rental. The Renter may contact the City to inquire about lost items.

8. Kitchen

The kitchen contains an 18.5 cubic foot refrigerator with freezer, a standard size electric stove and oven, a microwave, a 30-cup coffee pot, double sinks, and necessary cleaning supplies. **The kitchen does not contain dishware, glassware, utensils, or linens.**



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

9. Safety

All equipment used by the Renter, staff, decorators, caterers, DJs, etc. must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker.

Open flames are not allowed. All candles must be enclosed in appropriate containers that rise at least 3” above the flame.

Exits, entrances, air supply vents, ramps, sidewalks, and stairways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers must be kept clear at all times.

GENERAL POLICIES

- City staff has the right to enter the facility at any time during your rental.
- Smoking is prohibited within all City facilities.
- Consecutive renters are not permitted to make special arrangements.
- Tables and chairs are NOT allowed outside the building.
- During the winter months, the City staff will clear walk-ways, stairs, and entrances of snow and will spread ice melt prior to the rental time. It is the Renter's responsibility to maintain these areas during their rental.
- The City supplies containers for kegs. No substitutions are allowed. If Renter fails to use the containers and leakage occurs, the Renter is responsible for the cost of cleaning or repairs to the flooring.



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

Insurance

Renters are required to maintain occurrence-based commercial general liability insurance or equivalent form with a limit not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit. The following insurance option is provided as a courtesy to Renters. Renters may speak with their insurance agent about other insurance products available to meet the rental requirements of the City.

- Step 1:** Go to www.onebeaconentertainment.com
- Step 2:** Scroll until you find a reference to Tenant Users Liability Insurance Policy (TULIP) and follow the links.
- Step 3:** When asked for the venue ID code, input **0501-BFD**.
- Step 4:** Continue to follow the prompts and answer the questions including putting in the date of the event.

You will be asked if you need liquor liability coverage. If you will be selling alcohol, you must select yes. Host liquor liability coverage is provided as part of the insurance coverage so if you are providing alcohol but you are not selling it or collecting admission, fees, or donations, you do not need to select “yes” for liquor liability coverage. Answer any remaining questions that apply and click Get Quote.

- Step 5:** The price for the policy will then show up and you can then walk through inputting your personal information, email address, credit card, etc. and purchase the policy. **AN EMAIL ADDRESS MUST BE PROVIDED AS THIS IS HOW YOU ARE PROVIDED WITH PROOF OF COVERAGE.**



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

Requirements for Alcohol in City Facilities

ALL EVENTS WITH ALCOHOL REQUIRE A PERMIT OR LICENSE, WHICH MUST BE APPLIED FOR AT LEAST ONE MONTH PRIOR TO THE EVENT.

Brown Bag Permit:

- The fee for this permit is \$40 per day per event.
- This permit allows consumption, but not the sale, of alcohol on the property.
- No admission, fees, or donations may be collected to be eligible for this permit.

Special Alcohol License:

- This license is required if there are any profits from the sale of alcohol, such as fundraisers, or if any money is exchanged or collected for admission, ticket fees, or donations.
- **Special Malt Beverage Retailers License:**
 - The fee is \$50 per day.
 - To be eligible, approval of this special alcohol license must be in conjunction with a special event to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an on-sale liquor licensee or on & off sale malt beverage licensee.
 - A public hearing at a City Council meeting is required unless the applicant already holds a retail license.
- **Special On-Sale Wine Retailers License:**
 - The fee is \$50 per day.
 - To be eligible, approval of this special alcohol license must be in conjunction with a special event to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an on-sale liquor licensee or on & off sale wine licensee or a farm winery licensee.
 - A public hearing at a City Council meeting is required unless the applicant already holds a retail license.
- **Special On-Sale Liquor License:**
 - The fee is \$100 per day.
 - To be eligible, approval of this special alcohol license must be in conjunction with a special event to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an on-sale liquor licensee.
 - A public hearing at a City Council meeting is required unless the applicant already holds a retail license.
- **Special Off-Sale Package SD Farm Wine Dealers License:**
 - The fee is \$50 per day.
 - To be eligible, approval of this special alcohol license must be in conjunction with a special event to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an off-sale liquor licensee, on & off sale wine licensee, package off sale malt beverage/farm winery licensee or a farm winery holding an off-sale package wine license.
 - This temporary license is limited to selling wine produced by a South Dakota Farm Winery.

Please contact the Finance Office at 642-1325 for further information.

Alcoholic beverages may not be taken outside of the rental facility



City of Spearfish Rental Check List

The following items are tasks that need to be completed for each rental. This list is to help you, the Renter, with keeping track of what is still needed for your rental. If you have any questions about the following list, please don't hesitate to contact the Special Events Assistant at the Spearfish Rec & Aquatics Center.

All items on this list must be done or scheduled at least 30 days prior to your event.

Contract:

- Read thoroughly
- Signed & submitted back to the Special Events Assistant at the Spearfish Rec Center

Alcohol:

- Brown Bag Permit – \$40 PAID
- Special Alcohol License – Contacted Jamie in the Finance Dept. (605) 642-1325

Certificate of Liability (Pavilion, Snapper's Club, Hudson Hall, Log Cabin):

- Obtained the \$1,000,000 policy for the entire duration of the event listing the address below as an additionally insured
- Submitted the document to the Special Events Assistant

*City of Spearfish
625 N 5th Street
Spearfish, SD 57783*

Professional Cleaner (Required if Alcohol will be at your event):

- Selected a Professional Cleaner to clean after event

Recommended Cleaners:

Partners-N-Grime: (605) 645-9573

M&B Cleaning: (605) 920-0486

Guardian Angels Cleaning: (605) 569-0933

Atcha Service: (605) 210-0057

Walkthrough (Pavilion & Snapper's Club):

- Scheduled a walkthrough of the facility



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

FACILITIES USE AGREEMENT INDEMNIFICATION AND INSURANCE CLAUSE

Renter agrees to indemnify and hold the City of Spearfish and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the City of Spearfish and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss, or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence, or injuries, either in person or property.

Renter expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the City of Spearfish for all damages caused to the facilities resulting from user's use of the facilities.

Renter represents that its activities, pursuant to this agreement, will be supervised by adequately trained personnel, and the user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. Renter acknowledges that the City of Spearfish has no duty to and will not provide supervision of the activity.

Renter shall maintain occurrence-based commercial general liability insurance or equivalent form with a limit not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

Thirty (30) days prior to commencement of this Agreement, Renter shall furnish the City of Spearfish with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement and provide that such insurance shall not be canceled, except on 30 days' prior written notice to the City of Spearfish.

I HAVE READ THIS AGREEMENT.

Name _____

Address _____

Signature _____

Date _____



CITY OF SPEARFISH FACILITY AND SHELTER RENTAL AGREEMENT

I understand and agree to the terms of this facility rental agreement. I agree to comply with all the terms and conditions set forth herein and all City rules and regulations. The undersigned warrants that if the Renter is not an individual, he/she has the authority to bind Renter.

Name: _____

Address: _____

Signature: _____

Date: _____

Date of Reservation: _____