

# **PAVILION RENTAL AGREEMENT**

Thank you for considering the Nelson County Pavilion for your event. This building policy is in place to ensure that your usage of the facilities is a positive experience & that the building remains in optimum condition to be used by all. Please review all the following information prior to signing this contract. Reservations are available on a first-come, first-serve basis and must be made at least 5 business days in advance. You may reserve by calling the Stump Lake Campground Manager, Donna Rickford, at 701-797-7234.

Following are policies that apply to all clients and all events:

- Wedding reservations require a \$100 refundable deposit when booking facilities.
- Rental fee must be paid in full prior to getting access &/or keys to facility.
- Set up should not start prior to getting authorization.
- Any group wishing to have alcohol as part of an event must reach out to Jesse Schuh, with the Till House Saloon & Grill at 701-270-9936, as he holds the licensing for Stump Lake Park.
- It is the responsibility of the client to provide adequate supervision & security. Please contact the Nelson County Sheriff's Office at 701-247-2474.
- All facilities are smoke/vape-free, which includes restrooms & lobby areas.
- Helium balloons must be securely attached.
- If any damage to the building, sound or lighting, chairs, tables, kitchen equipment, etc. or other property is found following an event, the client will be billed for the actual replacement cost of the damaged item(s). Future use of the facility may be denied if any damage is found.
- Be sure that containers holding any type of liquid do not leak onto the floor.

NOT ALLOWED:

- Animals are not permitted unless by a physically impaired individual.
- Glitter or confetti is NOT ALLOWED.
- Food preparation of any kind is NOT ALLOWED.
- Assignment to another party or subletting is NOT ALLOWED.

PHYSICAL ADDRESS:

- 63 Pavilion Rd, Pekin, ND 58361

DIMENSIONS:

- Gym:
- Stage:

MEMORIAL BUILDING SUPPLIES:

- TABLES:
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- CHAIRS:
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CATERING FOOD:

- When it comes to catering it is suggested, but not limited to, the Till House Saloon & Grill as they operate the Stump Lake Bar & Café on site. Any outside catering needs to be coordinated with the Campground Manager.

**THIS FORM MUST BE COMPLETED, SIGNED & RETURNED IN ORDER TO OFFICIALLY SCHEDULE EVENT.**

All wedding reservations require a refundable deposit of \$100 at the time of booking. This amount is applied towards the total rental fee. Full amount **MUST** be paid in full prior to use of the building.

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Name of Organization/Party: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of People Attending: \_\_\_\_\_

Dates & Hours of Event: \_\_\_\_\_

Name of person that will assume full responsibility of the facility and will abide by agreement:  
\_\_\_\_\_

- TO FOLLOW ALL FACILITY RULES & PROCEDURES AS SET BY THE NELSON COUNTY PARK BOARD.
- TO LEAVE THE FACILITIES CLEAN.
- TO RETURN ALL KEYS AS SOON AS POSSIBLE AFTER THE EVENT.
- TO PROVIDE ADEQUATE SUPERVISION AT ALL TIMES.
- TO BE SURE ALL LIGHTS ARE OFF AND DOORS ARE LOCKED UPON LEAVING.
- TO BE SURE THAT NO DRUGS OR TOBACCO ARE USED ON/IN THE FACILITIES.

THIS AGREEMENT CAN BE CANCELLED AT THE DIRECTION OF THE NELSON COUNTY PARK BOARD AT ANY TIME.

FURTHERMORE, \_\_\_\_\_ AGREES TO ACCEPT ALL LIABILITY FOR ANY INJURIES THAT MAY TAKE PLACE DURING THE USE OF SAID FACILITIES, AND THE NELSON COUNTY PARK BOARD AND THEIR STAFF ARE HELD HARMLESS OF ANY INJURY CLAIM OR LIABILITY DURING THAT TIME.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_