



## Morristown COMMUNITY CENTER

### General Information

Thank you for choosing Morristown Community Center for your special occasion. The Morristown Community Center provides flexible, environmentally-friendly facility for meetings and events, conferences, conventions, receptions and other special events for all sizes. The building is all one level and easily accessible. Our policies are designed to provide the information necessary to create a wonderful experience for you and your guests. Our location is in close proximity to a wide variety of accommodations in the Morristown area.

#### **Location**

Ideal location the Morristown Community Center is just 60 minutes from the Twin Cities, just minutes from Interstate 35. Enjoy easy access to Faribault, Owatonna, Waseca and Mankato.

#### **Hours**

Premises must be vacated within one hour of the ending time stated on the attached contract along with personal belongings. It is important to allow for set-up and general clean-up time when deciding your hours of usage.

#### **Set-Up/Decorations**

MCC has enhancements for your event available for rent and has exclusive rights to these items and cannot be brought into the Community Center by anyone else. Items include ceiling drapery, pipe and drape, cocktail tables and projector. Rental fees include setting up and taking down tables, chairs, staging and bar by MCC staff. All decorations must be put up and taken down without damaging walls, woodwork, ceilings or floors. Dance wax or any other types of dancing compounds are not allowed. **Confetti, birdseed, rice, water beads** and other items to be used and/or thrown in celebration are strictly prohibited. Candles used for decoration must have flame fully contained. Fogging machines are prohibited inside the facility. All decorations must be removed from the MCC or put in trash bags following the event. You will need to contact the MCC event coordinator's at least two (2) weeks prior to the event for decorating hours. Absolutely no vehicles, trailers or large equipment with rubber tires will be allowed inside the great hall.

#### **Caterers**

You may use any caterer of your choice for food/cake that will be used for your event. Caterers must be licensed by the Minnesota Department of Health of local licensing agency. They must provide the MCC event coordinator's with a copy of their license and a general liability certificate of insurance.

#### **Security/Conduct**

Smoking is prohibited in all interior areas of the building. No alcohol will be allowed outside the building including parking lot. To assure the security of your wedding gifts and cards, please assign a trusted person to act on your behalf as your gift coordinator to accept and monitor all of your wedding gifts and cards. MCC is not responsible for any loss, damage, injury or illness by the user of the facilities in the MCC. MCC is not responsible for any items that are left in the facility by the renter or contracted service provider. Licensed officer is needed if your event meets all three of these at the same time serving alcohol, music and after 8:00 pm.



# Morristown COMMUNITY CENTER

## Rental Policies

Thank you for selecting the Morristown Community Center.

We are prepared to do whatever it takes to make your event a success.

To clearly communicate policy, we ask that the contact person for your event read this contract and abide by it. If at any time you have questions, please contact us immediately.

### RENTAL PROCEDURES:

1. Great Hall Room Rentals:

- a. Tentative reservations will be held up to two (2) weeks until a reservation fee equal to the base room rental is received. Damage deposit when required is due no later than thirty (30) days prior to the event date.
- b. Reservations may be made no sooner than eighteen (18) months in advance of the event.
- c. One contact person should be designated to oversee all arrangements with the MCC. This will help ensure a quality event for the renter. The contact person is responsible for making an on-site appointment with the MCC representative to finalize arrangements a minimum of two (2) weeks prior to the event. The MCC is not responsible for any problems that occur with any event that has not had an on-site meeting with the MCC staff.

2. All Other Room Rentals:

Tentative reservations will be held up to two (2) weeks before the full rental is due. For these rooms, a damage deposit may be required.

3. The renter must give written notice of cancellation to the MCC, six months prior to date of event to receive ½ of the deposit, six months or less you will forfeit the whole deposit.
4. The renter may not sublet the facility, nor may the application be transferred.
5. The kitchen is available to approved food providers or individuals. They must provide the MCC event coordinator's with a copy of their license and a general liability certificate of insurance.
6. Under certain conditions, MCC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but not limited to a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event the renter agrees that the City of Morristown shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the MCC for any of the above reasons.
7. By signing an MCC application or by applying funds to the Event enter you there by agree to all rental policies. MCC maintains final approval of all reservations.



# Morristown COMMUNITY CENTER

## Rental Rates

<b>Great Hall</b>	<b>62' x 98'</b>	<b>Seating up to 500 dinner or 600 theatre</b>
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Friday, Saturday and Holidays	\$500
Sunday – Thursday	\$300

<b>Half Great Hall</b>	<b>62' x 49'</b>	<b>Seating up to 200 dinner or 250 theatre</b>
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Friday, Saturday and Holidays	\$300
Sunday – Thursday	\$200

<b>Government Room</b>	<b>Seating up to 40</b>
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\$25.00 Setup Fee plus \$10.00 per hour

### Other Fees

Licensed/Special Officer Fee (if needed see general information)	\$100
Audio System	\$25
Projector and Screen	\$50

### Available Inventory

Charges include the set up, clean up and use of our available inventory.

40 – 60" banquet round tables seats 8 per table

23 – 8' banquet rectangular tables seats 8 – 10 people

465 – padded chairs

145 – folding chairs

12 - High Chairs & Booster Seats

Podium



# Morristown COMMUNITY CENTER

## Application

This application must be filled out completely by an adult 21 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits in the amount of one half of the total room rental fee must accompany this form prior to the application being approved.

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Purpose of use: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Time of guests to arrive: \_\_\_\_\_ Leave at: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of people you expect: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_

Name of Bride and Groom (if applicable): \_\_\_\_\_

Church location & wedding time \_\_\_\_\_

Does your event include any fundraising, raffles or concessions? Yes \_\_\_ No \_\_\_

Will your meal be catered in? Yes \_\_\_ No \_\_\_ If yes, by who \_\_\_\_\_

Room Requested: Full Great Hall \_\_\_ Half Great Hall \_\_\_ Government Room \_\_\_

Scroller Info: \_\_\_\_\_

Where did you hear about the Community Center \_\_\_\_\_

The Lessee agrees to exercise due care in the preservation of the premises and to prevent littering and presence of unauthorized persons during all usage periods. The Lessee hereby agrees to remit the rental fee and be held responsible for any and all damage to persons, property and premises.

Lessee shall indemnify and hold harmless the Lessor and Morristown Commercial Club from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises, or ways of walks adjacent thereto, by reason of any injury to persons or property caused or alleged to be caused by any act of omission, neglect or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees or other persons admitted by the Lessee to the premises. The Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands, including attorney fees. The preceding information is correct to the best of my knowledge. I have received a copy of the Morristown Community Center Policies and agree to abide by all the regulations and policies set forth for the use of the building and or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that the City of Morristown has no responsibility, express or implied, for any damage or injury arising out of, or connected in any way with my/our use of the Community Center Facilities.

Signed: (must be 21 years of age) \_\_\_\_\_ Date: \_\_\_\_\_



# Morristown COMMUNITY CENTER

## Enhancements for Your Event

The Morristown Community Center has the following inventory for rent and has exclusive rights to these items and cannot be brought into the Community Center by anyone else. These items must be paid in full no later than thirty (30) days prior to the event date. If cancelled within fourteen (14) days prior to your event you will forfeit your payment as it would be non-refundable.

Ceiling Canopy	\$300	
Pipe and Drape	\$100	
5 – High Cocktail Tables	\$10 / per table	
Slide Projector	\$50.00	Total Amount Due _____

Damage deposit of \$100.00 is required if renting these items. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event. If damages exceed the deposit amount you will be responsible for any and all damages over and above this amount.

Make Checks Payable to:  
Morristown Commercial Club  
PO Box 471  
Morristown, MN 55052

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Wedding Color for Lights

\_\_\_\_\_  
Signature of Responsible Party      Date

\_\_\_\_\_  
Signature of Representative of MCC



**Morristown**  
COMMUNITY CENTER

## Cancellation Policy

Event: \_\_\_\_\_

Date: \_\_\_\_\_

If the event is cancelled less than six months prior to the event, the client will forfeit the rental payment. If the date is cancelled six months or more prior to the event, the client will forfeit one-half (1/2) of the deposit.

I have read the above statement and agree with the terms of this agreement.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Representative of Morristown Community Center: \_\_\_\_\_



# Morristown COMMUNITY CENTER

## Damage/Clean-up Deposit

The Morristown Community Center requires a damage deposit of \$500.00 be paid at least 30 days prior to the event.  
If damages exceed the security deposit amount, the lessee is responsible for any and all damages over and above this amount.

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Circle Day: M T W Th F Sa Su

Name of organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Amount Due: \$500.00**

FOR DAMAGE DEPOSIT

Comments:

\_\_\_\_\_  
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\_\_\_\_\_

For Office Use Only  
Amount Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
State: \_\_\_\_\_  
Full Refund: \_\_\_\_\_  
Partial Refund Amount: \_\_\_\_\_

The MCC requires that damage deposit of \$500.00 be paid at least 30 days prior to the event. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. If no damage occurs, a refund will be issued to you within 30 days of your event.



## **Morristown COMMUNITY CENTER**

### **Directions and Parking**

#### **From the North: (Twin Cities, Northfield, Lonsdale )**

South on **Interstate 35 South** take Exit 56 for **MN-Hwy-60 W**, turn left onto **MN-Hwy-60 W** Continue on  
Turn onto **Holland Ave.** Turn Left onto **2<sup>nd</sup> St NE** then take the **1<sup>st</sup> right** onto **Franklin St E** Take the **2<sup>nd</sup> right**  
onto **Division St N** arrive at **402 S Division St Morristown Community Center.**

#### **From the West: (Mankato, Eagle Lake, Elysian )**

Take **MN-Hwy-60 E** East to Morristown turn right onto **4<sup>th</sup> St NW**. Take the **2<sup>nd</sup> left** onto **Franklin St.** Take the  
**3<sup>rd</sup> right** onto **Division St N** arrive at **402 S Division St Morristown Community Center.**

#### **From the East: (Faribault, Kenyon, Zumbrota )**

Take **MN-Hwy-60 W** West to Morristown. Turn onto **Holland Ave.** Turn Left onto **2<sup>nd</sup> St NE** then take the **1<sup>st</sup>**  
right onto **Franklin St E.** Take the **2<sup>nd</sup> right** onto **Division St N** arrive at **402 S Division St Morristown**  
**Community Center.**

#### **From the South: (Owatonna, Medford, Albert Lea )**

North on **Interstate 35 North** take Exit 56 for **MN-Hwy-60** , turn left onto **MN-Hwy-60 W** Continue on  
Turn onto **Holland Ave.** Turn Left onto **2<sup>nd</sup> St NE** then take the **1<sup>st</sup> right** onto **Franklin St E.** Take the **2<sup>nd</sup> right**  
onto **Division St N** arrive at **402 S Division St Morristown Community Center.**

#### **Parking: (Parking at MCC)**

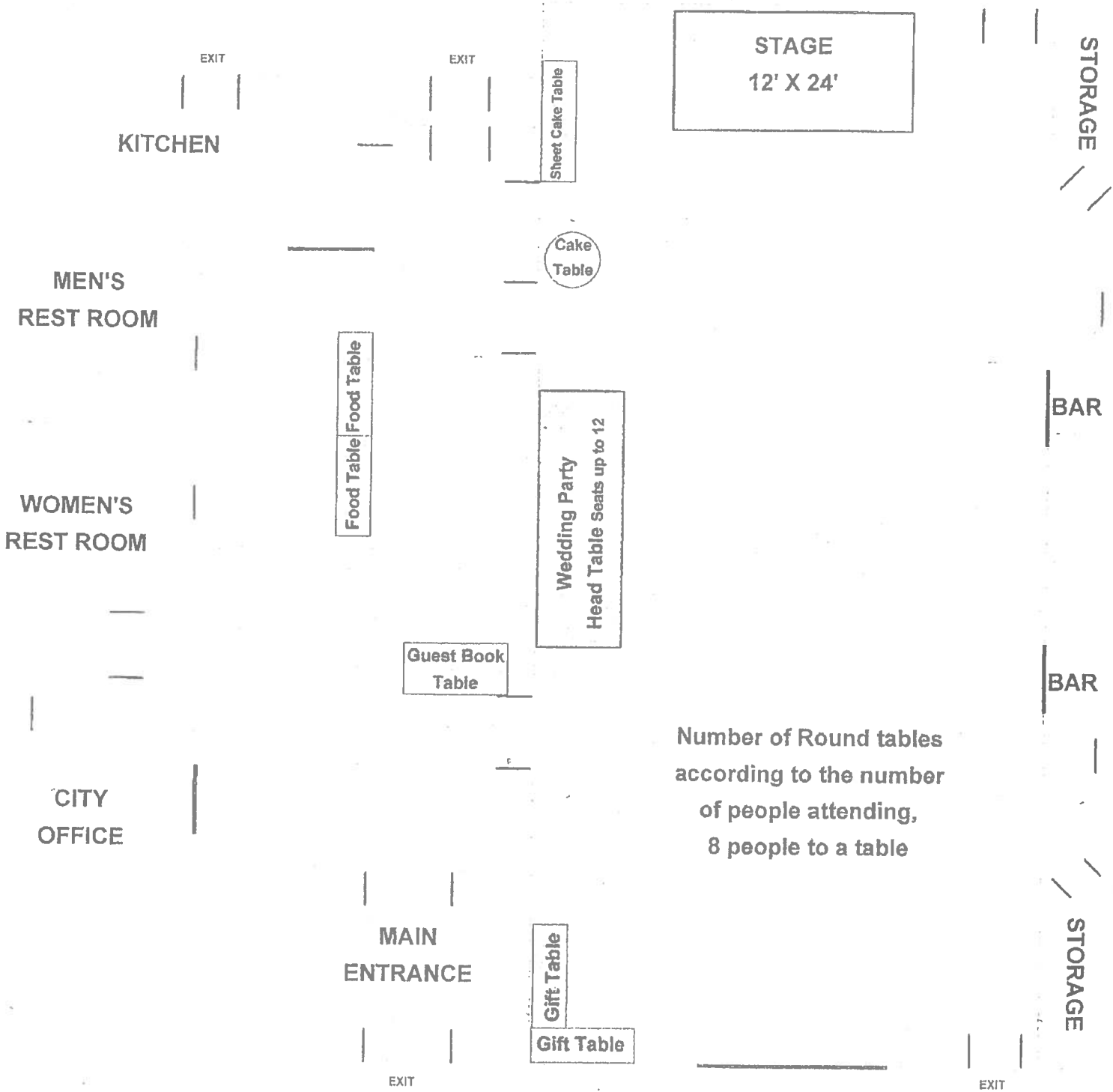
Two parking lots available and plenty of overflow street parking.



Default Setting  
This will be the  
set up unless notified



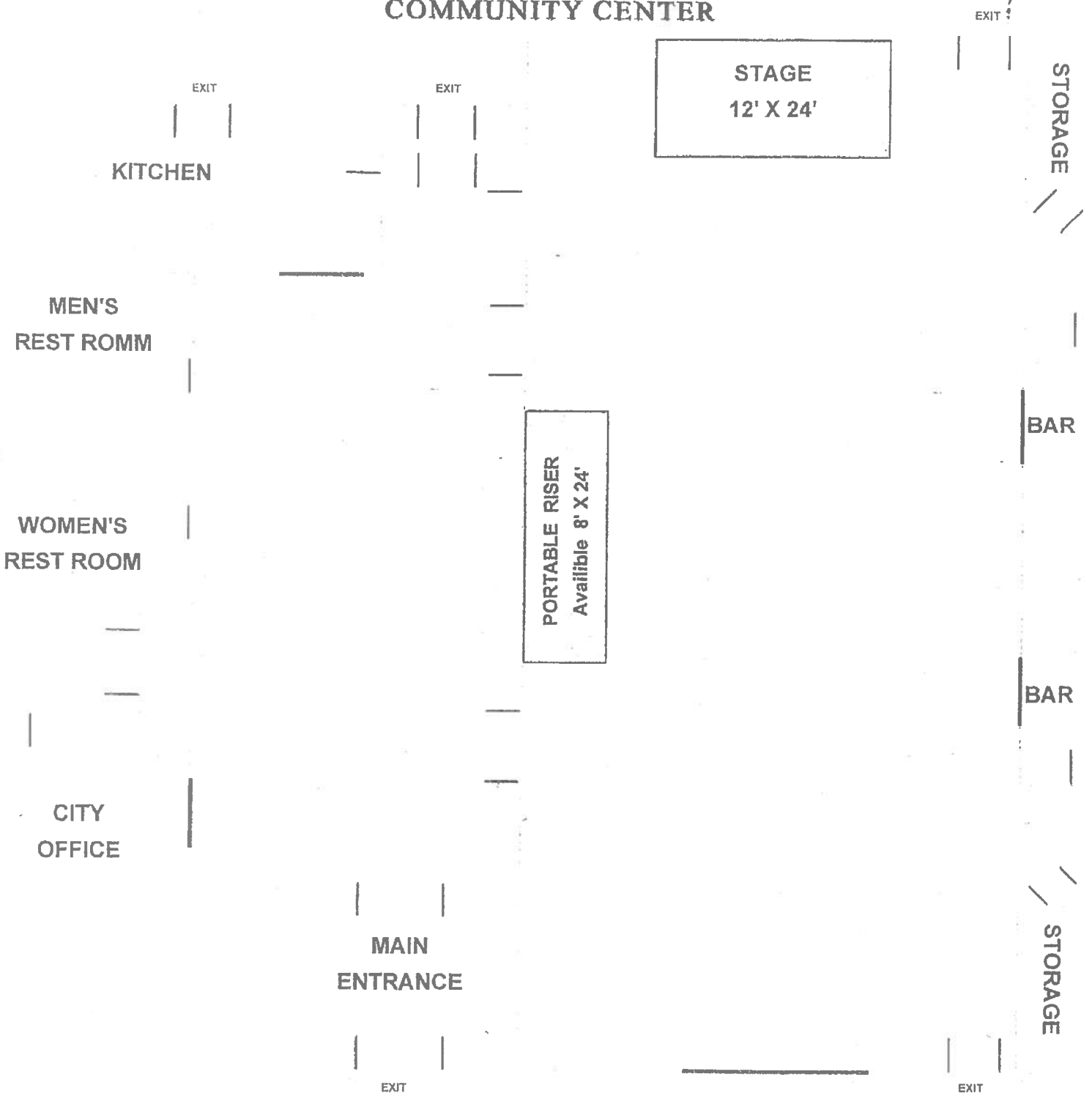
# Morristown COMMUNITY CENTER



Number of Round tables  
according to the number  
of people attending,  
8 people to a table



# Morristown COMMUNITY CENTER





# Morristown COMMUNITY CENTER

## Bar Agreement

*All Alcohol Served At Event Must Be Purchased through the MCC Bar*

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Bar Service Hours Needed: from: \_\_\_\_\_ am / pm to: \_\_\_\_\_ am / pm

Drinking Preferences: (i.e. Budweiser vs. light beers, specialty drinks etc.)

**Drink Tickets:** Available upon request at \$3.50 a ticket for bar pour only Qty. \_\_\_\_\_ Total \$ \_\_\_\_\_

<b>Kegs:</b>	16 Gallon	@\$250.00 per keg		
	Type Wanted	_____	Qty.	_____
	8 Gallon	@150.00 per keg		
	Type Wanted	_____	Qty.	_____
				Total \$ _____

<b>Fountain Pop:</b>	Quantity of:			
	50-100 Guests (100 cups)	@\$75.00		
	101-150 Guests (150 cups)	@\$125.00		
	151-200 Guests (200 cups)	@\$175.00	Qty.	_____
	201-250 Guests (250 cups)	@\$225.00		Total \$ _____
	250-300 Guests (300 cups)	@\$275.00		

*Wine & Champagne may be brought in however must be served by MCC Bar Staff and will be subject to a \$3.00 per bottle corking fee or \$5.00 per box fee.*

Amount of bottles: \_\_\_\_\_ Total \$ \_\_\_\_\_

Services requested that require advance payment: \_\_\_\_\_ Check No. \_\_\_\_\_ Total \$ \_\_\_\_\_

*\*\*Prices are subject to change based on current market situation*



# Morristown COMMUNITY CENTER

Minimum bar purchase of \$200.00 is required. If total event sales do not meet \$200.00 you will be charged differences at the end of the event.

Untapped full kegs will be refunded less \$30.00 restocking fee.

This completed contract with full payment of above items must be returned 30 days prior to the event date or no bar service will be provided.

There will be a \$100.00 non-refundable fee if bar is cancelled less than 15 days prior to event. Fees are transferable if rescheduling takes place at the same time as cancellation.

A signed copy of this contract will be returned after manager's review to confirm contract is in place.

Please call 507-685-4588 or 507-685-4443 to discuss contract and make arrangements.

Checks should be made payable to and mailed to:

Morristown Commercial Club Bar  
PO Box 471  
Morristown, MN 55052

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Morristown Commercial Club Bar Manager

\_\_\_\_\_  
Date



**Morristown**  
COMMUNITY CENTER

**Contact**

Barb Morris  
Adrienne O'Rourke  
507-491-2720  
Event Coordinator's

**[morristowncommunitycenter@gmail.com](mailto:morristowncommunitycenter@gmail.com)**

**[www.morristownmn.org](http://www.morristownmn.org)**