CITY OF MINDEN
FORESTRY BUILDING

SEATING:

Chairs Only	350
Tables & Chairs	200

FEES:

Daily Use:	**$150.00**
*Deposit:	**$300.00**
Rehearsals:	**$ 75.00**

If rental is cancelled less than three (3) weeks prior to date, the deposit is retained.

Birthday Party – Ages 1-10 years $150 Rental Fee

Birthday Party – Ages 11-15 years $150 Rental Fee
$30 Security Fee per officer per hour (minimum 2 officers required)

Birthday Party – Ages 16-50 years $150 Rental Fee
$30 Security Fee per officer per hour (minimum 2 officers required)

***Deposit and security fees must be paid within one week of booking date and rental fee of building must be paid within one week of rental event, unless authorized by the Facilities Director.**

RULES AND REGULATIONS:

1. There shall be **NO SMOKING** inside the building.

2. Alcohol **IS NOT PERMITTED** on the premises (INSIDE OR OUT). Violation could result in criminal prosecution.

3. LESSEE is responsible for:
   a. Picking up and returning key to the Minden Recreation Complex offices during normal office hours of 8am to 4:00pm Monday thru Friday.
   b. Setting up tables and chairs and putting them away when finished.
   c. Seeing that the building is properly taken care of during use.
   d. Securely locking building before leaving.
   e. Completely cleaning building on same day as rented in areas such as, but not limited to, the list below:
      i. Emptying trash cans
      ii. Dust mop floors
      iii. Mop up spills
      iv. Bathrooms and dressing rooms must be left in presentable manner
      v. Kitchen is left clean
   f. Abiding by City Ordinances
   g. Abiding by Fire Codes
   h. No nails and tacks being used in building

4. Security Guideline: There must be at least (2) Minden Police Officers and when required, up to (4) Minden Police Officers present at above specified birthday parties at a pay rate of $30.00 per hour per officer. The cost of security must be paid in advance along with deposit fees.

6. All functions must terminate at 12 midnight and audience out by 12:15

7. Failure to follow the rules and regulations will result in loss of deposit and prohibit any future rentals of the facility. This will include cancelling all reservations that have been made.

8. There shall be no events of any kind held at the Forestry Building where admission is charged.