

AVAILABLE FOR:

WEDDINGS

REUNIONS

GRADUATIONS

SHOWERS

PARTIES

MEETINGS

SEMINARS

ETC.

**PLEASE REMEMBER, THE
COMMUNITY CENTER IS
PROVIDED AS A SERVICE TO
THE COMMUNITY. PLEASE
TREAT IT WITH RESPECT.**

**THE CITY OF WELLS
THANKS YOU.**



**TO RESERVE,
CONTACT:**

**CITY OF WELLS
125 S. BROADWAY
WELLS, MN 56097**

**Phone:
507-553-6371
Email:
cityhall@cityofwells.net**

**NEW RULES & RATES
EFFECTIVE
OCTOBER 14, 2013**

WELLS COMMUNITY CENTER

**189 2ND ST SE
WELLS, MN 56097**



TEL: 507-553-6371

DAILY RENTAL RATES

IF NO ALCOHOL SERVED:

\$50.00 EAST SIDE (SEATS 80 PERSONS):

\$50.00 WEST SIDE (SEATS 100 PERSONS)

\$100.00 BOTH SIDES

\$100.00 DEPOSIT

IF ALCOHOL SERVED:

\$100.00 EAST SIDE (SEATS 80 PERSONS)

\$100.00 WEST SIDE (SEATS 100 PERSONS)

\$200.00 BOTH SIDES

\$200.00 DEPOSIT

Deposit returned if rules followed

**ALL ALCOHOL USE MUST BE COORDINATED
WITH THE WELLS MUNICIPAL LIQUOR STORE
PER COMMUNITY CENTER LIQUOR LICENSE.**

RENTAL RULES / GUIDELINES

1. NO TOBACCO PRODUCTS PERMITTED
2. DO NOT ADHERE ANYTHING TO WALLS
3. DO NOT PLACE TABLES/CHAIRS AGAINST WALLS
4. REMOVE ALL GARBAGE BEFORE LEAVING
5. ALL ROOMS TO BE ORDERLY AND CLEAN BEFORE LEAVING
6. ALL TABLES & CHAIRS TO BE PLACED IN ORIGINAL LOCATION BEFORE LEAVING
7. DO NOT LEAVE ANY FOOD IN KITCHEN
8. NO OUTSIDE ALCOHOL PERMITTED UNLESS COORDINATED WITH THE WELLS MUNICIPAL LIQUOR STORE OR UNDER AN INDEPENDENT CATERER'S LIQUOR LICENSE
9. TURN OFF ALL LIGHTS BEFORE LEAVING
10. MAKE SURE ALL DOORS ARE LOCKED PRIOR TO RETURNING KEY TO CITY HALL. YOU MAY DROP KEY IN THE MAIL SLOT AT CITY HALL. FAILURE TO RETURN KEY WITHIN 24 HOURS OF RENTAL MAY RESULT IN FORFEITURE OF DEPOSIT.

**BOTH SIDES OF THE COMMUNITY
CENTER HAVE ACCESS TO:**

**KITCHEN
MICROWAVE
REFRIGERATOR
RANGE
OVEN
100 CUP COFFEE MAKER
PORTABLE WHITE BOARD**

**YOU WILL NEED TO PROVIDE YOUR
OWN:**

**DISHES/PLATES
CUPS
SILVER
SERVING UTENSILS
DISH CLOTHES/TOWELS**

WELLS COMMUNITY CENTER RENTAL/KEY AGREEMENT

RENTER & CONTACT #

RENTER MAILING ADDRESS

DATE OF EVENT

TYPE OF EVENT

WEST SIDE

NO ALCOHOL SERVED

EAST SIDE

ALCOHOL SERVED

BOTH SIDES

TWO DAY RENTAL REQUIRED (ALCOHOL)

FEE

DEPOSIT

I HAVE READ THE WELLS COMMUNITY CENTER BROCHURE THAT INCLUDES THE RENTAL RULES/
GUIDELINES AND AGREE WITH THE RULES/GUIDELINES AS SPECIFIED.

I HAVE BEEN INSTRUCTED TO RETURN THE COMMUNITY CENTER KEY TO CITY HALL AT 125 S.
BROADWAY, WELLS, MN WITHIN 24 HOURS AFTER THE RENTAL DATE. I CAN EITHER PLACE THE KEY IN AN
ENVELOPE AND DROP IT IN THE MAIL SLOT AT CITY HALL OR RETURN IT IN PERSON AT CITY HALL MONDAY
–FRIDAY 7:30 AM—4:00 PM.

FAILURE TO RETURN KEY WITHIN 24 HOURS OF RENTAL MAY RESULT IN FORFEITURE OF DEPOSIT.

SIGNATURE OF RENTER

DATE