



Braham Event Center (BEC)

Rental Policy



The Braham Event Center is owned and operated by Tusen Tack, a nonprofit organization run by volunteers. We offer competitive pricing for private rentals and discounts for community organizations.

Please read this Rental Policy and the Rental Agreement. If at any time you have questions, please contact us. We are prepared to do whatever it takes to make your event a success.

Please read each line item carefully and initial on the space provided.

General Policy

1. The Renter is defined as the person signing this Rental Policy and Rental Agreement. _____
2. Renters and their guests may only use rooms and designated spaces per the Rental Agreement. _____
3. The Renter must arrange activities to conclude at the closing time stated on the Rental Agreement. Additional charges may be assessed for time beyond the scheduled time on the Rental Agreement. _____
4. BEC is a tobacco and smoke-free building. This includes no use of e-cigarettes or other vapor type products. Smoking is allowed outside in the designated areas only. _____
5. The renter may not charge admission to their event or sell merchandise unless approved by BEC. _____
6. Renters and their guests must abide by these policies. BEC may order the removal of an offender, order immediate removal of all alcoholic beverages from premises, and/or immediately revoke the Rental Agreement and order all guests from the premises. _____
7. The Renter agrees to be responsible for their guests at their event. Disorderly conduct of guests is prohibited and they may be asked to leave. _____
8. BEC and Tusen Tack are not liable for any loss, damage, injury, or illness by the use of its facilities. Neither BEC, nor Tusen Tack, nor its volunteers can be held responsible for any items left at the facility by the Renter or the Renters guests. The Renter using the facilities, equipment, and other items owned by BEC or Tusen Tack, further assumes all liability for any personal injuries, including death, caused by guests at the scheduled event. _____
5. Adult chaperones (21 and older) are required for youth activities. The ratio of chaperones to youth must be appropriate for the event. Children 18 and younger must be supervised by adults at all times. _____
6. BEC reserves the right to assign additional staff or security at the Renter's expense when the size of the group and type of activity warrants it. _____
7. Violation of this Policy may result in the loss of your damage deposit, including additional charges for damages not covered by your damage deposit. _____
8. Under certain conditions, BEC may be forced to cancel the Rental Agreement prior to the event. Possible reasons for cancellation include but are not limited to: a declared state of emergency, unsafe



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environmental or health condition, or interrupted utility services. In such event, the Renter agrees that BEC and Tusen Tack shall not have responsibility for anything the Renter may suffer or incur due to such cancellations. BEC will attempt to notify the Renter as soon as possible if such a cancellation occurs. All fees paid to BEC by the Renter shall be refunded to the Renter if the reservation is canceled by BEC for any of the above reasons. _____

9. BEC reserves the right to inspect and regulate all private meetings, banquets, and receptions in accordance with our policy. _____
10. No animals allowed in the building, except service dogs. _____
11. Banquet Hall room shades and facility heating/cooling system must be operated by BEC staff only. _____
12. The Renter must remain on the premise during the event. _____

Room Rental Policy

1. The rental date is not reserved until 50% of the rental fee is received by BEC, the payment has cleared through the bank process, and the Rental Agreement is signed. _____
2. If the event is booked more than 21 days prior to the event, the remaining balance is due 21 days before the event. If the event is booked within 21 days of the event, the full rental, fees, and damage deposit are due upon signing the Rental Agreement. _____
3. Pending a post event facility review by BEC, the damage deposit will be refunded within 21 days after the event. _____
4. The Renter will oversee all arrangements with BEC. This will help ensure a quality event for the Renter. The Renter is responsible for making an on-site appointment with BEC to finalize arrangements a minimum of 21 days prior to the event. BEC and its volunteers are not responsible for any problems that occur with any event that has not made all arrangements at least 21 days prior to the event. _____
5. BEC room rental deposits are non-refundable. A written notice is required to cancel. _____
6. The facility may not be sublet, transferred or re-assigned by the Renter. _____
7. All checks are cashed upon receipt. This includes the damage deposit. _____

Cancellation and Refund Policy

1. All cancellations must be received in writing. _____
2. Rental deposits are nonrefundable. _____
3. Damage deposit may be refunded. _____



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Set-Up / Decoration Policy

1. Rental fee includes initial room set-up, tables and chairs. See **Table and Chairs List** on the last page for available table sizes. _____
2. The floor plan for the room set up should be completed at least 21 days prior to the event. _____
3. All decorating is to be done by the Renter or their designee. _____
4. Affixing or draping anything from the walls, floor or ceilings is not permitted. _____
5. Candles must be battery operated. Any other type of candle requires prior approval of BEC. _____
6. Balloons are allowed as long as they are fastened down. Any balloon removal from ceiling will be charged to the damage deposit. _____
7. Confetti, glitter, bird seed, rice, gel beads, sparklers, fog or other like items are prohibited. _____
8. If set up is requested at an earlier date/time than the Rental start time, an additional fee will be required. Set up at an earlier date/time is not guaranteed but is dependent on room availability. _____
9. Anything brought into BEC by the Renter and/or guests, i.e. decorations, must be removed from BEC property and taken with the Renter at the end of the event. _____
10. Our environment is important to us, therefore, we do recycle. All empty cardboard boxes must be collapsed and flattened by the Renter for recycling; otherwise they must be removed from BEC property and taken with the Renter at the end of the event. _____

Food Policy

To ensure high quality and consistent service, BEC has a local onsite caterer, Kathy's Kitchen, available to cater your event. Kathy's Kitchen is owned by Tusen Tack/Braham Event Center and is licensed with the State of Minnesota as a Medium Food Establishment. All rules pertaining to this licensure must be followed.

1. The renter is allowed to bring in snacks and treats to augment the meal from a licensed kitchen, store, or restaurant which must be reviewed by Kathy's Kitchen. _____
2. Red or purple punch/juice is not allowed. _____
3. If an outside caterer is preferred, contact Kathy's Kitchen to make arrangements. _____

