WOODEN SPOON
Rental Room Use Agreement, Rules, Cleaning Checklist and Parking

Customer Name: _____ Date of Event: _____ Time: _____

1. No more than 45 total people may be in the event rooms during your room use.
2. Individuals/Companies booking assume full responsibility for the conduct of all event participants including responsibility for any damage to the building, grounds, equipment, catering equipment, theft, items in the rental rooms, hallways, bathrooms, or disturbances during the event.
3. Users are expected to occupy only those parts of the building specifically approved/rented, and to return all areas to the prior set-up arrangements, or as directed by Wooden Spoon Staff.
4. No caterers besides Wooden Spoon are allowed to cater food/drinks. You may bring in outside food, but no caterers are allowed onsite.
5. Report any equipment malfunction or damage to Wooden Spoon Staff during or directly following the event.
6. Children and youth must be supervised by competent adults.
7. No tobacco products, Vapes or e-cigarettes are to be used within the building. If tobacco products or e-cigarettes are used outside, use is limited to the designated smoking area behind next to the garage door in the back of the building.
8. Only command strips or painters' tape should be used for in room hanging decorations. Any other items are not allowed. Any tape or signs on the door must be fully removed without causing damage.
9. Do not move the red farm table without Wooden Spoon oversight. The legs of the table are not connected and moving it causes strain and could ruin the table.
10. No glitter, foil, confetti (non-paper), straw, rice, birdseed, hay, and any similar items. We do not allow these items on the premises. These small items create an extra cleaning cost.
11. Balloons are permitted, but may not be helium-filled, and must be secured.
12. Candles, flames or burning material of any kind are NOT allowed anywhere on the Premises, except that sterno is permissible for use by Wooden Spoon only.
13. Remove everything you brought with you.
14. We do not allow overnight storage—all belongings and outside rental items need to be taken with you at the end of your scheduled end time.
15. Remove all liners with any waste and place in dumpster (in enclosure in Frost Plaza parking lot – container on far right when looking in at enclosure. Do not put in compost bin or extra charges may apply)
16. No on-site staff will be provided for the duration of the event without an extra fee.
17. From ten (10) days prior to event: No space rental payments will be refunded.

It is agreed that this permit is a license only to the use of the facilities and equipment rented for the stated purpose. The user agrees that Friesen's LLC, dba Wooden Spoon, its agents, employees and/or assigns, and Frost Enterprises LLC, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by people using Wooden Spoon's and/or Frost Plaza (owned by Frost Enterprises, LLC), his/her/their invitees or guests, arising out of the use of the facilities pursuant to this permit. The user of Wooden Spoon and/or Frost Plaza (owned by Frost Enterprises, LLC) agrees to indemnify its agents, employees and assigns for any claims for personal damage made against it arising from the use of the facilities pursuant to this permit.

SIGNED: _____ DATE: _____

EMERGENCY STAFF CONTACT NUMBER: _____

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What We Provide:

- On-site staff person to give you access to the building.
- Beginning of Event:
    - This staff person will provide answers to any questions you may have. They will also give you a walkthrough of the rental area, show the restrooms and other places as necessary.
- End of Event:
    - Go over Cleaning Checklist
- Provide tables, Black tablecloths, and chairs.
- Access to a TV along with HDMI cable to connect to your computer if needed.
- Water dispenser with cups. Bottled water is available for a fee.
- Parking as highlighted on the Event Parking Information page.

You Should Expect To:

- Arrive at your scheduled start time.
- You may enter using the rear side door by the ramp.
- We do not allow overnight storage—all belongings and outside rental items need to be taken with you at the end of your scheduled end time.
- Arrange tables, chairs and other supplies as needed for your event.
- Maintain control of your group and ensure policies are enforced.
- Finishing by the end of your rental time.
- Review the Cleaning Checklist: clean up following your event, finishing by the end of your rental time.

Leaving & Cleaning Checklist

*** Please verify that all items listed below have been completed before leaving the building. Cleaning supplies are in the mop closet, which is to the right of the Creamery Room Entrance. If ANY of the following items are not completed, you will be charged accordingly. ***

Signature: _____ Date: _____

Checklist	Charge	WS Staff Initials
Only command strips or painters' tape should be used for in room hanging decorations. Any other items are not allowed. Any tape or signs on the door must be fully removed without causing damage.	$50 or more depending on damage	
Do not move the red farm table without Wooden Spoon oversight. The legs of the table are not connected and moving it causes strain and could ruin the table.	If damage, cost to repair	
No glitter, foil, confetti (non-paper), straw, rice, birdseed, hay, and/or any similar items. We do not allow these items on the premises. These small items create an extra cleaning cost.	$50-$150 cleaning fee	
Remove everything you brought with you.	$10 disposal fee	
Remove all liners with any waste and place in dumpster (in enclosure in Frost Plaza parking lot – container on far right when looking in at enclosure. Do not put in compost bin or extra charges may apply)	$50 garbage fee	

Wooden Spoon Event Parking Information

You may park in any on-street parking spots location on E Spring Street or E Elm Street or in any City of Mankato surface lots as shown in the below image. The City of Mankato surface lots are marked as 2-hour parking so please be aware of that. You may also park in the parking lot off the alley and south of the Wooden Spoon building if it is ***not*** in any of the spots marked FROST PLAZA – PERMIT ONLY.

