

PIONEER MINE COMPLEX - ELY ARTS & HERITAGE CENTER
PO Box 461, Ely MN 55731 (Mail here)
401 N Pioneer Rd, Ely, MN 55731
105 Miners Lake Landing Rd, Ely, MN 55731
RENTAL APPLICATION

For use of Building(s), Grounds and/or Equipment (Tables, Chairs, other materials)

Areas such as the **Shaft House and Head Frame** which contain historical mining materials are not available to be rented. Special tours may be arranged upon 2-3 weeks notice. The **Captains Dry House** will not be rented until it is restored.

Miners Dry House, approx. 6,000 square feet (42x146), is available for renting 7 days a week from approximately May to early October depending on weather conditions, with advance notice of 2-3 weeks minimum subject to availability.

Miners Dry House is available for rent to individuals and organizations upon consent of Ely Arts & Heritage Center Board, at a cost of \$500 for one to three days. Additional available days are \$100 each. Cancellations less than 90 days from the event will forfeit the rental fee. During the heating season there will be a charge for propane used. A \$200 security deposit will be required to be applied toward the building cleaning/garbage removal fee after the event. For government official meetings, generally at no charge, by arrangement with Ely Arts & Heritage Center Board.

PLEASE NOTE: alcohol is allowed, but can not be sold without a liquor license or caters permit. NO alcohol can be served after midnight and premises must be vacated by 1:00 a.m. The City of Ely will need a written agreement that requires the following before liquor license can be issued:

- **Proof of Insurance with the City of Ely and Ely Arts & Heritage Center listed as additional insured on the policy.**
- That the licensee agrees to defend and indemnify the City of Ely and Ely Arts & Heritage Center for any claims that arise as a result of the event.
- That the licensee agrees to hold the City of Ely and Ely Arts & Heritage Center harmless.

Today's Date: _____ Key Loaned To: _____ By: _____ Date: _____

Date(s) of Use: _____ Key Returned By: _____ To: _____ Date: _____

Intended use (Please Explain): _____

Submit with Application;

\$500 Rental Fee \$ _____ chk# _____ or Cash _____ Deposited: _____

\$100 Per Additional Day (If available) \$ _____ chk# _____ or Cash _____ Deposited: _____

\$200 Refundable Damage Deposit \$ _____ chk# _____ or Cash _____ Deposited: _____

The building must be cleaned by renter after use. ALL GARBAGE must be removed and disposed of by renter. The Ely Arts & Heritage Center Board will charge for cleaning/trash left behind and the damage deposit will be forfeited.

Person Responsible: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

EAHC Representative _____ Date: _____

MINERS DRY HOUSE RULES CHECKLIST

(Please initial by each rule, sign full name at the bottom and return along with the application.)

- _____ Miners Dry may be reserved by filling out an application and processing with Ely Arts & Heritage Center Board Rental Fee and Deposit are due at time application is made. **(Two separate checks one for rental fee and one for deposit)**

- _____ The applicant shall hold the Ely Arts & Heritage Center, Miners Dry, 105 Miners Lake Landing Road, Ely and the City of Ely, 209 E Chapman St., Ely, harmless from any and all claims due to use of the facility.

- _____ Young children must always be chaperoned.

- _____ No animals are allowed in Miners Dry.

- _____ No tacks, staples or masking tape allowed on walls, floors, and doors, minimal removable painters tape use allowed.

- _____ Tables or chairs that are used must be cleaned and put back in place and the facility must be left clean.

- _____ Use of display units must be arranged with Ely Arts & Heritage Center Board in advance.

- _____ Fire regulations prohibit more than 333 people in the building when empty of equipment.

- _____ Hours that the Miners Dry can be open: 8:00am to 1:00am

- _____ Sweep and wet mop the floors when done.

- _____ If using the kitchen area in the furnace room, clean the sink area.

- _____ Turn off all lights and make sure all windows are closed before leaving.

- _____ Check all doors to make sure they are secure upon closing and locking the facility.

- _____ Entry and use of facility is permissible only during the hours specified on the application and the key is to be returned the following work day.

- _____ Pick up garbage in and around the building when done with event including cigarette butts, wrappers, straws, cups, tape, etc.

- _____ It is the responsibility of the applicant to remove and dispose of all garbage (including kitchen and bathroom areas) from the building and grounds.

- _____ Persons violating rules will be asked to leave. The Ely Police Department will enforce all federal, state, local and county laws.

- _____ Renters must either have someone in the building or lock the doors when the building is empty. .

Signature of Applicant (Responsible Party), Date

Ely Arts & Heritage Center Board, Date