

Depot Building Information

Deposit: \$50 (To be paid at least 30 days in advance. Cash or separate check payable to City of Kenyon.)
Rent: \$75

The deposit will be forfeited if the key is not picked up and rent paid at City Hall prior to the event, and City Staff have to obtain the key after normal office hours. If you cancel your reservation less than 2 weeks prior to the date reserved, we will refund half of the deposit. Providing the Park building and grounds has been cleaned, the deposit can either be picked up when you return the key, or we will return your deposit by mail. You can put the key in the drop box located in the alley behind City Hall marked "City of Kenyon."

NO GLASS CONTAINERS/BOTTLES ALLOWED

ABSOLUTELY NO ALCOHOL IS TO BE CONSUMED OR BROUGHT TO THE PARK OR PARK BUILDINGS.

Permits for alcohol on City property may be obtained by contacting City Hall the first of the month preceding an event. A written request for the permit is required. All permits must be pre-approved by City Council action.



Building Amenities:

- ⇒ **Microwave, sink and restroom.**
- ⇒ **46 Chairs, 11-8' Tables, 1-4'x4' Table, 8-person booth**
- ⇒ **Outside are 8 picnic tables.** *(These are available on a first-come, first-served basis, because the fee paid is for the use of the Depot Building.)*

- ◆ Condition of the floor will be left as found. If sweeping or mopping is needed, equipment is on site.
- ◆ All excess food should be removed and garbage bagged. You can leave the garbage inside in the cans or put in the storage area.
- ◆ Supplies (toilet paper, garbage bags, etc.) are located in the rest room cupboard.
- ◆ Make sure lights are turned off, windows closed and doors locked when event is over.
- ◆ The City crew will make inspections the morning following an event as to the cleanliness of the facility.
- ◆ Fuse Box: If you have any circuit breaker problems, the small key on your key ring will open the storage area. The door is outside by the drinking fountain (door with padlock). The fuse box is in the northwest corner of that storage area.

City of Kenyon
709 2nd St.
Kenyon, MN 55946
Phone: 507-789-6415