

Prairie Sky Breads

3 1st St SE Suite 3, Minot, ND 58701

(701) 858-0612

Personal cell phone to be used in case of emergency: 701-720-0308

Email: events@prairieskybreads.com

Room Availability/ General Information

- Meetings and events can be held:
 - Monday, Tuesday, any time. Wednesday, after 6pm. Thursday, and Friday between 7:30 pm and 11:00 pm
 - Saturday and Sunday between 2:30 pm and 12:00 am
 - "Set up time" must commence after 7:30 pm and 2:30 pm, as cleaning from our regular business day will need to be completed.
 - We are so excited to share our space with you, however, Prairie Sky Breads is first and foremost a bakery/restaurant. Renting out the facility is secondary to normal business. If your event requires a lot of decorating and more than just a big open party space we may not be the venue for you.
 - You are allowed to bring in your own food and drink- a perk of the space rental!

Rental Fees and Security Deposit

- Monday - Sunday rent \$250; deposit of \$50
 - \$250 for 2 hours; deposit \$50
 - \$450 for 4 hours; deposit \$100
- If staff is needed \$15/per hour will be added
- Full rental fee **must be paid** in full at the time of the party.
- A security deposit will not be required for you rental fee, however:
 - Following an inspection of the rented room PSB staff should find it cleaned and undamaged
 - Renter and Prairie Sky Breads representative must both complete and sign this contract
 - If damages are found the renter will be invoiced the portion which is necessary to repair such damage. The invoice shall be paid in full no later than one month following the date of the invoice.
- **Fees are subject to change without notice**

Reservation Procedures

- Reservations can be made in person at Prairie Sky Breads during regular business hours or by calling: 858-0612 and asking for Jazmine.
- The person making the reservation must be at least 21 years of age, be present for the duration of the community room use and is responsible for damage to the building, furniture and fixtures.
- A rental agreement must be signed and the deposit must be received before the rental room will be reserved on the event calendar, thus confirming the reservation.
- Reservation cancellations must be made one (1) week in advance for a full refund. Reservation cancellations made up to 24 hours in advance will receive a 90% refund, reservations cancelled less than 24 hours will forfeit the security deposit.
- Prairie Sky Breads reserves the right to cancel any scheduled use of the bakery should we absolutely need to. In such a case, every reasonable effort will be made to provide the renter with adequate advance notice.

Bakery Capacity

- Maximum capacity is 90 people.
- The number of people in the facility shall not exceed the established capacity.

Amenities

- The rental agreement offers access to the customer space at the bakery, our tables, chairs, restrooms, ice machine and any reasonable amenity we have to offer. Please communicate if there's something we can help provide you prior to your event. Kitchen rental is not available at this time.

Building Access

- You will be let into the building at the requested time by a Prairie Sky Breads employee. Note: a ½ hour of setup time is free, but may not begin until after the regular scheduled cleaning for the day. No items can be stored or left at the bakery prior to the agreed upon set up and event end time.
- Following the event, ensure all guests have vacated the building. Please invite them to leave if they have not.

Policies

- You will be let into the building at the requested time by a Prairie Sky Breads employee. Note: a ½ hour of setup time is free, but may not begin until after the regular scheduled cleaning for the day. No items can be stored or left at the bakery prior to the agreed upon set up and event end time.
- No glitter, confetti, sparklers or similar material may be thrown or used inside or outside of the bakery.
- Decorations shall be free standing. No taping, nailing, stapling or taping of decor to walls, ceilings, or fixtures. If decor is taped to windows, windows must be free of tape marks and cleaned by the end of the event.
- Renters are responsible for their party at all times. Use of independent contractors (i.e. magicians, entertainers) is still the responsibility of the renter. Renters are responsible and liable to follow current alcohol laws while in the bakery. The renter is responsible for the proper supervision and safety of their party at all times.
- No Pets Allowed.

Not Responsible for Personal Property and Indemnification

- Prairie Sky Breads of Minot is neither responsible or liable for the theft, loss of damage to materials, equipment or personal property of the renter or participants.
- Renter agrees to completely and unconditionally indemnify, hold harmless, release and discharge Prairie Sky Breads, it's employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the bakery.

Renter Name: _____

Renter Phone number: _____

Renter Address: _____

Renter Signature: _____