

Frequently Asked Questions

Hamel Community Building

How do I rent the Hamel Community Building?

After checking the online calendar for openings, call Hamel Lions representative Suzie Sween at 763-475-0244 to confirm availability of your dates. You may then print a contract and special function sheet, fill them out and send them to the City of Medina with a deposit check to hold your day. The fee schedule for rental fees and deposits are posted on the website.

Who do I make the check payable to?

The City of Medina

Can I write out one check for the deposit and the rental fee?

Yes. All damage deposit and rental fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Damage deposit and rental fees received by the City of Medina within three weeks of the event must be submitted in the form of a cashier's check or cash.

Where do I send the contract and check?

Send to: City of Medina
Attn: Hamel Community Building
2052 County Road 24
Medina, MN 55340

When is the Damage Deposit due?

The damage deposit is due at the time of signing the Rental Agreement. Your rental date will not be guaranteed until the city has received your damage deposit and signed rental agreement. Damage deposit fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Damage deposit fees received by the City of Medina within three weeks of the event must be submitted in the form of a cashier's check or cash.

When is the Rental fee due?

The renter must pay all rental fees prior to the time of receiving keys and access to the building. All rental fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Rental fees received by the City of Medina within three weeks of the event must be submitted in the form of a cashier's check or cash.

Is the Community Building in Hamel or Medina?

It is in the community/neighborhood of Hamel, but it is in the City of Medina.

What are the directions to the Hamel Community Building?

The community building is located at 3200 Mill Drive, directly behind Farmers State Bank of Hamel off of Hamel Road. When coming off of Highway 55, turn South on Hamel Road or Sioux Drive into Uptown Hamel.

Who is responsible for setting up the room and cleaning up afterwards?

The person or group renting the building is responsible for the building. Please review the cleaning check list attached to your rental agreement.

How many tables are available?

When renting the Community Building there are fifteen (15) five foot round tables that seat 7-8 people and fifteen (15) eight foot rectangular tables that seat 8-10 people.

How many chairs are available?

When renting the Community Building there are 120 non-folding chairs and 17 folding chairs available.

How do I get a key to the facility for my event?

Your key to the Hamel Community Building will be given to you by appointment before your event or you will be given the code to the lock box. Call Suzie Sween at 763-475-0244 for a convenient time.

If I have rented items from elsewhere that are to be picked up, do I need to be there?

Yes! You are responsible for the building and its contents when pick ups occur. Please make arrangements with the company for time of pick up. Remember, the Hamel Community Building does not have regular open hours so you must let them into the building.

How do I get my deposit back?

After your event, a HCB representative will assess the building and check for damage, proper put away and clean up. If all is satisfactory, a check will be sent back to you in the mail. It takes two-three weeks to receive your returned deposit check. If there are inadequacies in the above, the City of Medina will assign a fee and issue the remaining balance of your deposit check.

Is alcohol allowed to be served at the Hamel Community Building?

Yes, but the renter must comply with all the terms in the rental contract pertaining to alcohol.

How do I purchase insurance naming the City of Medina as an additional insured for my event that I am serving alcohol at the HCB?

One option would be to call your homeowners or business insurance company and ask if they could produce a certificate of insurance naming the City of Medina as an additional insured in the amount of \$1,000,000 for the day of your event at the Hamel Community Building. If this option fails, another option would be to purchase insurance through the City of Medina's insurance company's tenant user liability insurance program (TULIP). To get a quote or purchase insurance for your event go to www.ebi-ins.com/tulip and enter the facility code: 0501-AZ7.

Where do I call if I have more questions?

You may leave a message at the Community Building at 763-478-2701 and someone will return your call as soon as possible. If you need more immediate assistance call Suzie Sween at 763-475-0244 or the City of Medina at 763-473-4643.