

RENTAL AGREEMENT  
VERGAS EVENT CENTER, 140 W. LINDEN STREET

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ by and between the City of Vergas, Minnesota, as Lessor, and \_\_\_\_\_, as Lessee, witnessed:

The Lessor leases to the Lessee, the Event Center under the following conditions:

1. This agreement covers a lease of said premises for the following period from
2. \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm to \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm
3. The rent to be paid by the Lessee is as follows:

**LARGE EVENT:**

Large event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$750.00 + tax (Includes recreation room, meeting room, and kitchen for up to 350 people)

Wedding Rate or large event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$1,200.00 + tax (Includes recreation room, meeting room, kitchen and security (up to 4 hours) for up to 350 people)

Recreation Room Daily (Over 8 hours) \$350.00 + tax Includes use of Kitchen Facilities and Equipment.

Security \$35.00 per hour per guard

Security shall start the same time that the bar is opened and one hour after the bar is closed to allow for clearing building. Must have two security guards for a wedding dance or any event over 200 people.

Cleaning/Damage Deposit (Separate Check) \$300.00 + tax

**SMALL EVENT:**

Recreation Room Less than 8 hours (Includes use of Kitchen Facilities and Equipment.) \$40.00 per hour + tax

Meeting Room only \$20.00 per hour + tax

Exercise Rate, weekdays only \$10.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$75.00

**SMART ROOM:** \$20.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$50.00

4. Deposit must be paid when returning the rental agreement to reserve your date, rental rate must be received fourteen (14) days before event. No refunds will be made for events cancelled within fourteen (14) days of the event.
5. **There shall be no intoxicating liquor or 3.2 beer at the Event Center without providing the City with a certificate of liquor liability insurance.** The City will contact Spanky's Stone Hearth for bar if requested by Lessee.

The following currently have liquor liability insurance on file with the City of Vergas.

**Spanky's Stone Hearth** 218-334-3555 and **Bleachers Sports Bar & Grill** 218-844-6820.

If you have your own bar, you will need to provide the City with Liquor Liability insurance naming the City as additional insured.

6. Public Liability Insurance:
  - a. Public Liability Insurance on the building is provided by the Lessor.
  - b. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

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- c. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

7. Special Provisions:

- a. All tables shall be wiped off and all garbage brought to outside dumpster following the event. Tables need to be placed in racks and racks need to be placed by stage wall of Event Center located by the bar after event.
- b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center.
- c. You may put decorations up with damage-free hanging command strips. There shall be no tape, tacks, or masking tape used on the walls or posts. You may use hooks already located on pillars. All decorations need to be taken down at the end of your event.
- d. Kitchen needs to be cleaned at the end of your event. Rinse out all coffee makers and pots at end of event. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used \$50.00 will be deducted from your deposit)
- e. Candles must be placed in enclosed holders (if wax is found on table or floor \$25.00 will be deducted from your deposit).
- f. If the Lessee hires a DJ or Music Group, it is their responsibility to let them know that all equipment must be removed when rental is complete.
- g. If you would like to use the wireless internet password is **Verga\$2021**.
- h. If Lessee would like information placed on sign in front of building the Lessee is responsible for giving us information they want placed on the sign. Informational or congratulatory messages regarding event only. Lettering can be put up fifteen (15) days before the event will be removed day after the event rental time. (or shorter period of time if requested by Lessee)
- i. Security code for door will be provided before reserved rental time. Lessee is responsible for unlocking and locking doors during rental period.
- j. Security has the authority to terminate events it deems uncontrollable.

8. **Please call Jezmae @ 218-850-0594 or the City Office: 218-302-5996, Opt. 2 with any questions.**

**E-mail: [eventcenter@cityofvergas.com](mailto:eventcenter@cityofvergas.com) Mail: City of Vergas, Attn: Jezmae, PO box 32, Vergas MN 56587**

Renter shall assume responsibility for damages to the building and fixtures not covered by insurance, except reasonable use and wearing thereof or other accidents not happening through the negligence of the renter.

CITY OF VERGAS, LESSOR

I have read the above and hereby  
Agree to all conditions.

By: \_\_\_\_\_

\_\_\_\_\_  
Lessee

By: \_\_\_\_\_

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Name of Organization \_\_\_\_\_ Name of Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ email address \_\_\_\_\_  
Date of Event \_\_\_\_\_

This agreement covers a lease of said premises for the following period from

\_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm to \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm  
(This is from the time you are going to set up until the time you will be finished cleaning up.)

**Fees:**

Large Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$1,200.) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

(Large Event, no alcohol/no security, hours as above (\$750.00) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Large Event: Daily with kitchen and equipment (\$350.) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Security: (\$35. / hour per guard) Start \_\_\_\_\_ End \_\_\_\_\_ Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Small Event: Recreation Room less than 8 hours (\$40. / Hour) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Small Event Meeting Room (\$20. / Hour) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Exercise Rental (\$10 / Hour) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Bar: Yes \_\_\_ No \_\_\_ Liquor Liability Insurance Holder Name \_\_\_\_\_

Name of Band or DJ \_\_\_\_\_

Will your event need the sound system: Yes \_\_\_\_\_ No \_\_\_\_\_

Total of Event \$ \_\_\_\_\_ Tax (7.375%) \_\_\_\_\_ Total Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

If you are tax exempt, please provide Certificate of Exemption form ST3

\*Total of Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

\*Please note: Deposit will be refunded only if the event occurs according to the contract agreement & after confirmation that the VEC is in the same condition as it was prior to the event.

Message to be displayed on the Electronic Sign:

\_\_\_\_\_  
\_\_\_\_\_

**Date is not guaranteed until deposit and form are received at City Office. Email confirmation will be sent when received in the mail.**

**Please return form and payment to: Vergas City Office, PO Box 32, Vergas MN 56587-0032.**

**Please call Jezmae @ 218-850-0594 or the City Office: 218-302-5996, Option #2 with any questions.**

**E-mail: [eventcenter@cityofvergas.com](mailto:eventcenter@cityofvergas.com)**

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Please return this form after renting the Vergas Event Center - it will help us serve you and other patrons in the future.

Was the building open, clean and ready at the time you designated?

Fair                      Good                      Excellent

Comments:

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Were the employees available, helpful and courteous?

Fair                      Good                      Excellent

Comments:

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Was the bar satisfactory during your event?

Fair                      Good                      Excellent                      Not Applicable

Comments:

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Would you recommend the Vergas Event Center to your friends and family?

Yes                      No

Comments:

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