

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

ⁱThis 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 _____, 2021 at _____ am or pm to _____, 2021 at _____ am or pm.
2. 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.) \$500.00 + 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.) \$1,000.00 + tax

(Includes recreation room, meeting room, kitchen and security (up to 8 hours) for up to 350 people)

Recreation Room Daily (Over 8 hours) \$300.00 + tax

Includes use of Kitchen Facilities and Equipment.

Security \$30.00 per hour per guard

- a. 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 2 security guards for a wedding dance.

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

SMALL EVENT:

Recreation Room Less than 8 hours (Includes use of Kitchen Facilities and Equipment.) \$35.00 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: (Fee covered by a grant until May 31, 2021) \$30.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$50.00

3. Deposit must be paid when returning the rental agreement to reserve your date, rental rate must be received seven (7) days before event. No refunds will be made for events cancelled within seven (7) days of the event.

4. **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.**

SPANKY'S & LIONS HAVE LIABILITY INS. FILED WITH THE CITY.

Your options are:

- a. The Lion's will open the bar at a designated time. Arrangements for this will be made by the City. If you wish to have any certain kind of alcoholic beverages, please inform us when making reservation.

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- b. You have your own bar which would be a Council approval and you would have to provide the City with Liquor Liability insurance naming the City as additional insured.

5. 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.

6. 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 outside wall of Event Center 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. Follow instruction sheet located in meeting room by Bunn coffee maker. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used you \$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. All wine and/or champagne must be purchased through the liquor liability license holder. (Please let us know when renting which wine/champagne you would like if using the Lion's bar).
g. If the Lessee hires a DJ or Music Group, it is their responsibility to let them know that all equipment must be removed within one hour after rental is complete.
h. If you would like to use the wireless internet password is Verga\$2021.
i. 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.
j. Door will be unlocked at the time you have reserved in this lease and you are responsible for locking doors when event is finished.
k. Security has the authority to terminate events it deems uncontrollable.

Please contact the City Office 218-342-2091 with questions.

Renter shall assume responsibility for damages to the building and fixtures not covered by insurance, except reasonable use and wearing thereof, and damage by accidental fire, 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: _____

By: _____

Lessee

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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

_____, 2021 at _____ am or pm to _____, 2021 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. (\$1,000.) Yes ____ No ____ \$ _____

(Large Event, no alcohol/no security, hours as above (\$500.00) Yes ____ No ____ \$ _____

Large Event: Daily with kitchen and equipment (\$300.) Yes ____ No ____ \$ _____

Security: (\$60. / Hour) Start _____ End _____ Yes ____ No ____ \$ _____

Small Event: Recreation Room less than 8 hours (\$35. / Hour) Yes ____ No ____ \$ _____

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

Exercise Rental (\$20 / Hour) Yes ____ No ____ \$ _____

Lions Bar: Yes ____ No ____ Other _____ Estimated number of guests _____

Types of Alcohol _____ Start Time _____ End Time _____

Name of Band or DJ _____

Will your event need the sound system: Yes ____ No ____

Will you need the stove for your event: 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 is received at City Office. Email confirmation will be sent when received in the mail.

Please return form and payment to Vergas City Office 111 Main St PO Box 32 Vergas MN 56587-0032. Please call 218-342-2091 with any questions.

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Special Circumstances:

Signature

Date

1. Funerals:

- 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 outside wall of Event Center 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. Follow instruction sheet located in meeting room by Bunn coffee maker. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used you \$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 you would like to use the wireless internet password is **vergas2012**
- g. Door will be unlocked at the time you have reserved in this lease and you are responsible for locking doors when event is finished.

Please contact the City Office 218-342-2091 with questions.