

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

ⁱThis agreement made this _____ 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

_____.

2. The rent to be paid by the Lessee is as follows:

LARGE EVENT:

Large event (Friday at 12:00 p.m., 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: \$20.00 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 liquor liability insurance. SPANKY'S & LIONS HAVE LIABILITY INS. FILED WITH THE CITY.**

Lessee's 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.
- b. Lessee may have their own bar, which would be a Council approval, and would have to provide the City with Liquor Liability insurance naming the City as additional insured.

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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 be connected with such an 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. Lessee 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. Lessee 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 the event. Rinse out all coffee makers and pots at end of event. Follow instruction sheet located in by the Bunn coffee maker. **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. All wine and/or champagne must be purchased through the caterer. (Please let the City Office 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 one hour after bar closes.
- h. Wireless internet is available, please ask for password when the security code for keyless-entry door is provided.
- i. If Lessee would like information placed on sign in front of building the Lessee is responsible for giving the City Office the information they want placed on the sign. Informational or congratulatory messages regarding the event only. Messages can be displayed for up to four (4) days before the event and will be taken down within one (1) day after the event.
- j. The keyless-entry door accessed from the parking lot can be unlocked with a security code provided within 48 hours of your event. Enter the security code, lift handle UP to open door. Light switch is on the inside, to the right, on the wall behind the cooler. Instructions for opening all other doors are inside the double doors in the parking lot. 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.

Lessee 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 lessee.

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 _____

Hours of the event: Begin Rental: _____ End Rental: _____

(This is from the time you are going to set up until the time you complete cleaning up.)

Details for a Long Term Rental _____

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 _____ \$ _____

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

Exercise Rental (\$10 / 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 _____ Have stove ready by: _____

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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ⁱ Approved 5/26/2015
Updated 2/25/2020
Special Circumstances:

Signature

Date

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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:

Were the employees available, helpful and courteous?

Fair

Good

Excellent

Comments:

Was the bar satisfactory during your event?

Fair

Good

Excellent

Not Applicable

Comments:

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

Yes No

Comments:

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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 by the Bunn coffee maker. **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 you would like to use the wireless internet password is *verga\$2021*
- g. The keyless-entry door accessed from the parking lot can be unlocked with a security code provided when final rental payment is made. Enter the security code, lift handle UP to open door. Light switch is on the inside, to the right, on the wall behind the cooler. Instructions for opening all other doors are inside the double doors in the parking lot. You are responsible for locking doors when event is finished.

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