

**City of Vergas
Vergas Event Center
Free Use or Reduced Rent Policy**

Introduction: To create a decision framework for the City to handle requests for free use or reduced rent of the Vergas Event Center.

Policy:

1. All requests will be evaluated on a case-by-case basis.
2. Requests must be made in writing using the approved form.
3. Requests must be made before the date of the event(s).
4. Requests will be scored by City Staff, reviewed by the Vergas Event Center Advisory Board, and if recommended, sent to the City Council for approval.
5. Advisory Board decisions may be appealed to the City Council.
6. Requests are scored along two criteria: value to the community and cost to the City.
 - a. Value to the Community: recognizes events that do not duplicate an existing service, are free or low-cost to the community, are targeted to an underserved population, and have an established expectation in the community.
 - b. Cost to the City: recognizes that there are both opportunity costs and marginal costs to the City for allowing free or reduced rent for an event. Events that minimize both of those costs are in the best financial interest of the City.
7. Fundraising events will not be recommended to the City Council unless the fundraising sponsor is a group who has donated to the event center.
8. Free use of the Event Center will require a damage deposit consistent with existing Event Center Policy.
9. City boards, committees, and departments will not need to request free use of the Event Center.
10. Approved requests will still require a completed rental agreement to be submitted to the City Office.
11. Approved requests must complete a post-event evaluation form.
12. Requestor must ensure that any additional cleaning or setup labor is provided by the organization.

Vergas Event Center

Free Use or Reduced Rent Request

Event Name: Vergas Appreciation Dinner -
Requested Event Date(s): 3-11-2023 Event Time(s): 11:30-1:30 - Serving
9AM - 3:00
Sponsoring Organization: Vergas Lions -
Requestor's Contact Information: Mary Perovich
Requesting: Free Use of Event Center Reduced Rent Other: _____

Please Describe the Event:

Free meal for All Vergas Residents + Business-
for Appreciation - from the Lions -
No Charges - Not asking for any money -

Does something like this event already occur or exist in Vergas? Explain.

NO

Is there a cost to attendees? Yes No

If there is a cost, is there a process for a reduced admission? Explain.

Does your event target an underserved population? Explain. NO

Has this event already happened at the Event Center? Explain. NO

During this calendar year, is this a single event, multiple events, or will it have an indefinite end date?

Will this event be serving food? Yes No Explain.

Will this event be serving alcohol? Yes No Explain.

Approved by Vergas City Council 11/10/2022

Will the purpose of this event be raising money? *NO*

Does this event happen from Sunday through Thursday or Friday through Saturday?

Saturday-

Will your organization provide any additional cleaning or setup work?

Will your event need any of these facilities:

Smart Room

Kitchen

Main Room

Sound System

Projector

Bar

Oven

Stage

Electronic Sign

Does your organization have insurance for this event? Can you provide proof to the City Office?

Lions

Would you be able to attend the VEC Advisory Board Meeting to present your request? *yes*

Please write any additional comments below:

City Office Use Only

Scores

Community Value: _____

City Cost: *\$240⁰⁰*

Date Received: *2/2/2023*

VEC Agenda Date: *2/6/2023*

Recommend to Council? Yes No

Council Approved? Yes No

Check List:

Notify Requestor

Attach to Rental Agreement

Damage Deposit

Evaluation/Comment Form

File

Approved by Vergas City Council 11/10/2022

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Name of Organization Lions Name of Contact Person Mary Ditterich

Mailing Address Box 12 City Vergas MN St MN Zip 56587

Phone Number 320-226-1074 email address mditterich@arvig.net

Date of Event Mar. 11 2023

This agreement covers a lease of said premises for the following period from
March 11, 2023 at 9 am or pm to 3 pm, 2023 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 X No ___ \$ 240⁰⁰

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

Exercise Rental (\$10 / Hour) Yes ___ No ___ \$ _____

Bar: Yes ___ No X Liquor Liability Insurance Holder Name _____

Name of Band or DJ _____

Will your event need the sound system: Yes X No ___

Will you need the stove for your event: Yes X No ___

Total of Event \$ 240. Tax (7.375%) _____ Total Amount \$ 240. - Date Paid _____
If you are tax exempt, please provide Certificate of Exemption form ST3

*Total of Deposit \$ WAIVED 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.

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Please call 218-302-5996 with any questions.