

RENTAL AGREEMENT  
VERGAS EVENT CENTER  
140 W LINDEN ST, VERGAS, MN 56587

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:

Category	Description	Rate	Notes
3 DAY EVENT (NO ALCOHOL, NO SECURITY)	Friday at 12:00 p.m. until Sunday at 5:00 p.m.	\$800.00 + tax <i>PLUS \$300.00 cleaning/damage deposit</i>	Includes recreation room, meeting room, and kitchen for up to 350 people.
3 DAY EVENT (SERVING ALCOHOL)	Friday at 12:00 p.m. until Sunday at 5:00 p.m.	\$1,500.00 + tax <i>PLUS \$300.00 cleaning/damage deposit</i>	Includes recreation room, meeting room, kitchen and security guard (up to 4 hours) for up to 350 people. <b>Any additional hours the bar is there it's \$35.00 per guard per hour.</b> <i>Must have two guards for wedding dance or any event over 200 people. Starts when bar opens and ends 1 hour after bar closes.</i>
DAY RATE	Full Day Rental (Over 8 hours)	\$350.00 + tax <i>PLUS \$300.00 cleaning/damage deposit</i>	Includes use of Kitchen Facilities and Equipment.
HOURLY RATE	Recreation Room less than 8 hours	\$50.00 per hour + tax <i>PLUS \$75.00 cleaning/damage deposit</i>	Includes use of Kitchen Facilities and Equipment
MEETING ROOM ONLY	Less than 8 hours	\$25.00 per hour + tax <i>PLUS \$50.00 cleaning/damage deposit</i>	Includes use of meeting room and Wi-Fi
EXERCISE RATE	Weekdays only	\$15.00 per hour + tax	Includes use of recreation room

**NOTICE: ANY EVENT SERVING ALCOHOL REQUIRES SECURITY.**

**Must have two guards for any event over 200 people. Starts when bar opens and ends 1 hour after  
bar closes. \$35.00 per guard per hour.**

☐ **DO YOU RESIDE IN VERGAS CITY LIMITS? \$500.00 CREDIT ON ANY OF THE 3 DAY EVENTS!**

RENTAL AGREEMENT  
VERGAS EVENT CENTER  
140 W LINDEN ST, VERGAS, MN 56587

1. 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 following currently have liquor liability insurance on file with the City of Vergas: **Spanky's Stone Hearth** 218-334-3555

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

**Lessee Responsibilities for Bar Service**

**The lessee is responsible for contacting and arranging bar services for their event. If assistance is required in coordinating with Spanky's Stone Hearth, this request must be made at the time the rental form is submitted. Please note that the event must be paid before any arrangements can be confirmed.**

1. 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.
  - c. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.
2. Requirements:
  - 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. (\$50.00 will be deducted from your deposit if this is not completed)
  - b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center. (\$50.00 will be deducted from your deposit if this is not completed)
  - 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

RENTAL AGREEMENT  
VERGAS EVENT CENTER  
140 W LINDEN ST, VERGAS, MN 56587

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.

**3. Please call/text Rachel @ 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: Rachel, 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

By: \_\_\_\_\_ Agree to all conditions.

\_\_\_\_\_  
Lessee

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

**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. Or drop off at 131 E Main St, Vergas, MN 56587.**



**RENTAL AGREEMENT  
VERGAS EVENT CENTER  
140 W LINDEN ST, VERGAS, MN 56587**

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.)

3 Day Event with Alcohol: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$1,500 + tax)	Yes _____	No _____	\$ _____
Do you reside in Vergas City Limits? <b>\$500.00 CREDIT</b>	Yes _____	No _____	\$ _____
3 Day Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$800 + tax)	Yes _____	No _____	\$ _____
Day Rate: Full day rental over 8 hours (\$350 + tax)	Yes _____	No _____	\$ _____
Security: (\$35 / hour per guard) Start _____ End _____ <i>Security shall start the same time that the bar is opened and one hour after the bar is closed to allow for clearing building</i>	Yes _____	No _____	\$ _____
Hourly Rate: Less than 8 hours (\$50/ Hour + tax)	Yes _____	No _____	\$ _____
Meeting Room (\$25 / Hour + tax)	Yes _____	No _____	\$ _____
Exercise Rental (\$15 / Hour + tax)	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 and all requirements have been met.**

Message to be displayed on the Electronic Sign: