

**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:

Name of Organization or Event \_\_\_\_\_ Name of Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Date of Event \_\_\_\_\_

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

**(This is from the time you are going to set up until the time you will be finished cleaning up.)**

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

**RENTAL PACKAGES**

<b>3 Day Rate:</b> Friday at 12:00 p.m. to Sunday at 5:00 p.m. <b>(\$1,300 + tax and \$300.00 cleaning/damage deposit) Includes recreation room, meeting room, and kitchen for up to 350 people.</b>	Friday 12PM	Sunday 5PM	\$ _____
<b>Day Rate:</b> Full day rental over 8 hours <b>(\$350 + tax and \$300.00 cleaning/damage deposit) Includes recreation room and kitchen for up to 350 people.</b>	Start:	End:	\$ _____
<b>Hourly Rate:</b> Less than 8 hours <b>(\$50/ Hour + tax \$75.00 cleaning/damage deposit) Includes recreation room and kitchen for up to 350 people.</b>	Start:	End:	\$ _____

**DO YOU RESIDE IN VERGAS CITY LIMITS? \$500.00 CREDIT ON THE 3 DAY RATE!**

**ADDITIONAL FEES**

Security for bar <b>\$35.00 per hour per guard.</b>	Start:	End:	\$ _____
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**SPECIALTY PACKAGES**

<b>Meeting Room Only</b> Less than 8 hours <b>(\$25.00/hour + tax and \$50.00 cleaning/damage deposit) Includes use of meeting room and Wi-Fi.</b>	Start:	End:	\$ _____
<b>Exercise Rate</b> Weekdays ONLY <b>(\$15.00/hour) Includes use of recreation room only.</b>	Start:	End:	\$ _____

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<b>Bar</b>	YES	NO
Liquor Liability Insurance Holder Name <i>(If answered yes to the above)</i>		
<b><u>Name of Band or DJ</u></b>		
Contact Information for Band or DJ		
<b><u>Sound System Needed?</u></b>	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:

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. All bars 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)

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- 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 **Vergas\$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.

**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.

\_\_\_\_\_

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

Lessee

**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.**

