- 1. Approval of the Agenda
- 2. Approval of Minutes from November 10, 2021
- 3. Natural Gas Line
- 4. Heating Unit
- 5. Kitchen Project Update
- 6. Smart Room Update
- 7. Rates & Agreement Form
- 8. Internet at Lion's Park
- 9. Lion's Bar
- 10. Set 2022 Meeting Dates
- 11. Follow up on Action Items

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2. Approval of Minutes from November 10, 2021

Files	Atta	ch	ed

• 2021-11-10 Event Center Meeting Agenda Minutes.pdf

#### CITY OF VERGAS

Event Center Advisory Minutes Vergas Event Center & Zoom Teleconference 6:30 P.M. on Wednesday, November 10, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, November 10, 2021 at 6:36 pm with the following members present: Julie Lammers, Paul Haarstick, Logan Dahlgren, Paul Pinke, and Mary Ditterich. Absent: Vanessa Perry and Jay Norby. Guests included: None.

#### Approval of the Agenda

Motion made by Pinke, seconded by Lammers to approve the agenda with the addition of "Committee Members". Motion carried unanimously.

#### Approval of Minutes from October 13, 2021

Motion by Pinke, seconded by Ditterich to approve the meeting minutes from October 13, 2021. Motion carried unanimously.

#### **Committee Members**

Committee members in attendance who were not current City Council members if they wished to continue serving next year. Haarstick and Ditterich both expressed interest in serving in the next year. Ditterich would check with Lion's members if there was anyone else who wanted to be on the committee. Lammers would follow up with members not in attendance. There was consensus of members to not hold a meeting in December.

#### **Kitchen Project Update**

Cupboard on back wall has been removed. Kitchen has been repainted. Committee members expressed appreciation for the work done by city staff on painting. Lammers will be checking with Hanson's Plumbing & Heating on cost to move the coffee maker into the kitchen. Lammers has received a lot of positive feedback when talking about moving the coffee maker.

Ditterich updated the Committee about the Lion's and if there was still interest in replacing the ovens. Currently there are other funding priorities ahead of the ovens, specifically the roll down doors. Event Center usage will determine timing; however, the City Office has received contact from customers who are anxious about COVID and its impact on their events.

#### Rates & Agreement Form

Committee reviewed list of venues to compare and will add Fair Hills Resort. Lammers added that the Council approved a \$100 cleaning fee for community events that do not pay rent. Lammers will send an editable copy of the agreement to Haarstick.

#### **Heating Unit**

Hanson's Plumbing & Heating investigated a "knocking noise" in the heating units. Lammers has not received an estimate from Hanson's, but will update Committee members if the expense is substantial.

#### **Event Center Walking**

Motion by Pinke, seconded by Ditterich to open the Event Center for walking from 9am to 1pm Monday through Thursday. Motion carried unanimously.

#### **Council Recommendations**

None

#### **Follow up Actions**

• None

The business for which the meeting was called having been completed, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

#### 7. Rates & Agreement Form

#### Files Attached

- Event Center Agreement redline.pdf
- 2022 Event Center Rental Agreement CLEAN.pdf

iThis a	agreement made this	by and between the City of Vergas, Minnesota,
as Les	ssor, and	, as Lessee, witnessed:
	essor leases to the Lessee, the Event Center un This agreement covers a lease of said premis	
2.	The rent to be paid by the Lessee is as follow	vs:
	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 kitche	n for up to 350 people)
	Wedding Rate or large event (Friday at 12:00, Saturd	ay, Sunday until 5:00 p.m.) \$1,000.00 + tax
	(Includes recreation room, meeting room, kitchen an	d 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 t	ne 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	$10.00 \text{ per hour} + \tan x$
	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 ren	tal agreement to reserve your date, rental rate must be

- 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.

#### Your-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.

Page 1 of 7

- You Lessee may have theiryour 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 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. You 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 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 the event. Rinse out all coffee makers and pots at end of event. Follow instruction sheet located in meeting room by the 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 caterer. (Please let us 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. If you would like to use the wireless internet 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 us the City Office the information they want placed on the sign. Informational or congratulatory messages regarding the event only. Lettering Messages can be putbe displayed for up to four (4) days before the event and must will be taken down within one (1) day after the event. If back to back events, the sign must be shared.
- 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.

Renter-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 renterlessee.

CITY OF VERGAS, LESSOR

Page 2 of 7

I have read the above and hereby Agree to all conditions.	By:			
	By:			
	Lessee	:		
Name of Organization	Name of Contact	Person _		
Mailing Address	City		ST _	Zip
Phone Number	eEmail addre	ess		
Date of Event				
Hours of the event: Begin Rental:(This is from the time you are going to	End Ro	ental: omplete cl	eaning up.)	)
Details for a Long Term Rental				
Fees: Large Event: Friday at 12:00 p.m. to St	unday at 5:00 p.m. (\$1,000.)	Yes	No	\$
(Large Event, no alcohol/no security, h	ours as above <u>(\$500.00)</u>	Yes	No	_ \$
Large Event: Daily with kitchen and ec	quipment <u>(\$300.)</u>	Yes	No	_ \$
Security: (860./Hour) Start	End	Yes	_ No	_ \$
Small Event: Recreation Room less th	an 8 hours (\$35. / Hour)	Yes	No	\$
Smart Room or Small Event Meeting F	Room (\$20. / Hour)	Yes	No	\$
Exercise Rental (\$10 / Hour)		Yes	No	\$
Lions Bar: Yes No Other _	E	stimated r	number of g	guests
Types of Alcohol	Start Ti	me	End 7	Γime
Name of Band or DJ				
Will your event need the sound system				
Will you need the stove for your events	YesNo	Have sto	ve ready by	/:
	pt, please provide Certificate of I	Exemption f	orm ST3	
	Total of Deposit \$y if the event occurs according	g to the con	Date Paid	d nent & after

Page 3 of 7

### RENTAL AGREEMENT

VERGAS EVENT CENTER, 140 W. LINDEN STREET

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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# RENTAL AGREEMENT VERGAS EVENT CENTER, 140 W. LINDEN STREET i Approved 5/26/2015 Updated 2/25/2020 Special Circumstances:

Signature Date

Page 5 of 7

Formatted: Font: Times New Roman

	after renting the Vergas	Event Center-it will help us serve you and other patrons in the	e
future.			
Was the building open	, clean and ready at the ti	ime you designated?	
Fair	Good	Excellent	
Comments:			
=			
Were the employees av	vailable, helpful and cour	rteous?	
Fair	Good	Excellent	
Comments:			
	graduring your arout?		
Fair	Good	Excellent Not Applicable	
Comments:	Good	Excellent Not Applicable	
Would you recommend	d the Vergas Event Cento	er to your friends and family?	
Yes No			
Comments:			

Page 6 of 7

#### 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 the 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 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.

This a	agreement made this	by and between the City of Vergas, Minne	esota,
	ssor, and		
	essor leases to the Lessee, the Event Center un This agreement covers a lease of said premis		
2.	The rent to be paid by the Lessee is as follow	_· /S:	
	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 kitche	1 for up to 350 people)	
	Wedding Rate or large event (Friday at 12:00, Saturd	ay, Sunday until 5:00 p.m.) \$1,000.00 + tax	
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	Security	\$30.00 per hour per guard	
	a. Security shall start the same time that the	ne bar is opened and one hour after the bar is closed to allo	ow 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	X
	Meeting Room only	\$20.00 per hour + tax	
	Exercise Rate, weekdays only	$10.00 \text{ per hour} + \tan x$	
	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.
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- 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.

#### 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.

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- 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	By:
Agree to all conditions.	By:
	Lessee
	Pa <b>ge 2 o</b> f 620

Name of Organization N	Name of Contact	Person		
Mailing Address	City		ST	Zip
Phone Number	Email addres	s		
Date of Event				
Hours of the event: Begin Rental: (This is from the time you are going to set up until				
Details for a Long Term Rental				
Fees: Large Event: Friday at 12:00 p.m. to Sunday at 5:0	0 p.m. <u>(\$1,000.)</u>	Yes	No	\$
(Large Event, no alcohol/no security, hours as above	ve <u>(\$500.00)</u>	Yes	No	\$
Large Event: Daily with kitchen and equipment (\$3	<u>00.)</u>	Yes	No	\$
Security: (\$60./Hour) Start End		Yes	No	\$
Small Event: Recreation Room less than 8 hours g	\$35. / Hour)	Yes	No	
Smart Room or Small Event Meeting Room (\$20./I	<u>Hour)</u>	Yes	No	\$
Exercise Rental (\$10 / Hour)		Yes	No	_ \$
Lions Bar: Yes No Other	E	stimated nu	mber of gu	iests
Types of Alcohol	Start Tiı	ne	_ End Ti	ime
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%) If you are tax exempt, please pro	Total Amount vide Certificate of F	\$Exemption for	Date	Paid
*Total of De		•		
*Please note: Deposit will be refunded only if the event confirmation that the VEC is in the same condition as it	t occurs according	to the contra		
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.

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

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 Excellent Not Applicable Good Comments: Would you recommend the Vergas Event Center to your friends and family? Yes No Comments:

#### 1. Funerals:

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- 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.

10. Set 2022 Meeting Dat
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#### Files Attached

• 2022 Meeting Dates.pdf

# 2022 Meeting Dates 2nd Wednesday Monthly

January 12, 2022

February 9, 2022

March 9, 2022

April 13, 2022

May 11, 2022

June 8, 2022

July 13, 2022

August 10, 2022

September 14, 2022

October 12, 2022

November 9, 2022

December 14, 2022