

**Event Center Advisory Board
2022 March Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Wednesday, March 2, 2022**

1. Approval of the Agenda
2. Approval of Minutes from January 12, 2022 & February 2, 2022
3. Kitchen Project Update
4. Rates & Agreement Form
5. Electronic Sign
6. Follow up on Action Items

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2. Approval of Minutes from January 12, 2022 & February 2, 2022

Files Attached

- 2022-02-02 Event center Meeting Minutes.pdf
- 2022-01-12 Event Center Meeting Agenda & Minutes.docx.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, February 2, 2022

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, February 2, 2022, at 6:40 pm with the following members present Julie Lammers, Vanessa Perry, Logan Dahlgren, Paul Pinke, Lyle Krieg and Mary Ditterich. Absent: Paul Haarstick. Guests included: Robert Jacoby and Pam Krieg.

Approval of the Agenda

Motion made by Perry, seconded by Pinke to approve the agenda as presented. Motion passed unanimously.

Approval of Minutes from January 12, 2022

Minutes were not provided.

Natural Gas Line

Gas line has been repaired by Hanson's and checked by Great Plains Natural Gas. For a repair person to come look at the gas stove it will cost around \$700.00. We are having maintenance personnel check the stove and will call if we smell gas. The commercial oven will always have a hot stovetop when gas is turned on the stove will need to be lite with sparker before use. Event Center Rental contract has been updated to ask for exact time renters will need stove if needed. Perry stated she would get Lammers contact names for carbon detectors and smoke detectors as Nardini Fire has not provided a quote. A sign will be placed by stove stated not to light stove without authorization.

Kitchen Project Update

Will continue to review updates after we get costs for sliding door and smoke and carbon dioxide detectors.

Rates & Agreement Form

Haarstick was not at meeting to provide information.

Lion's Bar

Lion's have requested the city charge the Lion's bar 1-4 day license fee of \$125.00 to renters of the Event Center. After some discussion regarding event center rental fees and the ability for renters to have their bar provided by anyone with a liquor liability insurance. Motion by Pinke, seconded by Ditterich to remove Lion's bar from Event Center Contract and allow all servers with liquor liability insurance to use bar area. Motion passed unanimously.

Electronic Sign

Discussed the electronic sign as the warranty is no longer active and the advertising contracts are up for renewal. Asked Lammers to contact current sign advertisers if they would like to renew their contracts and open advertising up to any other business or group to advertise if they decline.

Council Recommendations

- Approve updated contract removing Lion's bar and adding a sheet with businesses that have provided liquor liability insurance to City for renters to provide their own bar.
- Update electronic sign advertisers.

Follow up Actions

- Quote for carbon dioxide and smoke detectors.
- Contact and renew electronic sign advertisers.

The business for which the meeting was called having been completed, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Julie Lammers, Acting Secretary

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, January 12, 2022

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, January 12, 2022 at 6:35 pm with the following members present: Julie Lammers, Paul Haarstick, Logan Dahlgren, Paul Pinke, Mary Ditterich, Lyle Krieg, and Pam Krieg. Absent: Vanessa Perry. Guests included: None.

Approval of the Agenda

Motion made by Pinke, seconded by Lammers to approve the agenda with the addition of “Budget Comparison” and “Maintenance Policy”. Motion carried unanimously.

Approval of Minutes from November 10, 2021

Motion by Lammers, seconded by Pinke to approve the meeting minutes from November 10, 2021. Motion carried unanimously.

Budget Comparison

Lammers distributed a budget comparison for members to review. Discussed 2022 budget and reflected upon concerns with inflation and how that would affect the budget.

Maintenance Policy

Lammers distributed the previous maintenance policy for the Event Center. Since it was last updated in 2015, numerous items are out of date and will need to be revised to accurately reflect current operations. City Office staff would work to review the maintenance plan. Consensus of the committee was to recommend to the City Council to allow city employees to launder items at the laundromat in town.

Natural Gas Line

City Office received complaints of a natural gas odor. Leaks were found by the utility company and repairs will be needed. Hanson’s Plumbing and Heating repaired two leaks on January 12. Repairs may be needed for the appliances. Much discussion proceeded regarding the gas appliances in the kitchen.

Heating Unit

Hanson’s Plumbing and Heating repaired the heating unit for a cost of \$490.

Kitchen Project Update

Doors to the kitchen have been deprioritized until full costs are known about the repairs to the natural gas line. Discussion was had about the layout and storage in the kitchen.

Smart Room Update

Coffee maker was moved into the kitchen. City employees will repurpose a cabinet to be used in the smart room.

Rates & Agreement Form

Small typographical changes were made. Will need to add an equipment addendum. Motion by Pinke, seconded by Lammers to recommend approval of revisions to City Council.

Internet at Lion’s Park

A grant from the Blandin Foundation has paid for the equipment to provide wireless internet access in the Lion’s park. It is currently available now.

Lion’s Bar

Lions have asked to pass the liquor license cost to renter. No action was made.

Set 2022 Meeting Dates

Motion by Lammers, seconded by Pinke to move the regular meeting dates to the first Wednesday of each month. Motion carried unanimously.

Council Recommendations

- Approve revised rental agreement form.

Follow up Actions

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

DRAFT

**Event Center Advisory Board
2022 March Event Center Meeting
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6:30 PM on Wednesday, March 2, 2022**

4. Rates & Agreement Form

Files Attached

- 2022 Event Center Rental Agreement Proposal.pdf

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

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 _____, 2022 at _____ am or pm to _____, 2022 at _____ am or pm.
2. The rent to be paid by the Lessee is as follows:

LARGE EVENT:

Large event (Friday at 12:00, 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 4 hours) for up to 350 people)

Recreation Room Daily (Over 8 hours) \$300.00 + tax

Includes use of Kitchen Facilities and Equipment.

Security \$35.00 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 two security guards for a wedding dance or any event over 200 people.

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 fourteen (14) days before event. No refunds will be made for events cancelled within fourteen (14) days of the event.
4. 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.

Vergas Lion's – Bill King 218-342-3393

Spanky's Stone Hearth 218-334-3555

Bleachers Sports Bar & Grill 218-844-6820

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

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

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 relate to 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 stage wall of Event Center located by the bar 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. 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 if requested by Lessee)
- i. **Security code for door will be proved 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.

Please contact the City Office 218-342-2091 or 218-841-0804 with questions.

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
Agree to all conditions.

By: _____

Lessee

By: _____

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

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

_____, 2021 at _____ am or pm to _____, 2021 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. (\$1,000.) 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: (\$35./ hour per guard) Start _____ End _____ Yes ____ No ____ \$ _____

Small Event: Recreation Room less than 8 hours (\$35./ Hour) Yes ____ No ____ \$ _____

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

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

Bar: Yes ____ No ____ Liquor Liability Insurance Holder Name _____

Name of Band or DJ _____

Will your event need the sound system: Yes ____ No ____

Will you need the stove for your event: 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.

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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5. Electronic Sign

Files Attached

- 2022 Advertising Sign Agreement.pdf

ADVERTISING AGREEMENT

This agreement is entered into this ____ day of _____, 2022, by and between the City of Vergas (Vergas) and _____, hereinafter "Lessee" for the purpose of memorializing the terms and conditions of a lease of space on the Vergas Event Center sign for the purpose of advertising the Lessee's business.

WHEREAS, the City of Vergas owns an electric sign outside of the Vergas Event Center which has available space for non-electric advertising on its base; and

WHEREAS, the utilization of the sign for this purpose will affect the cost of the sign and its operation costs, all at a savings to the taxpayers of the city; and

WHEREAS, the sign location makes it advantageous for placement of advertising images and messages;

NOW THEREFORE, it is agreed between the parties as follows:

1. Vergas shall provide a 17.67-inch by 24-inch panel space on its sign for the exclusive use of the Lessee. The Lessee may provide the content of the advertisement on the panel which shall be subject to approval by the City of Vergas. The location of the advertising space shall be as represented on Exhibit A, which is attached hereto.

2. Term: The lease term shall be 5 years commencing on the date the advertisement is placed on the sign face.

3. Lease Amount: Lessee: shall pay the sum of \$2,500.00 for the lease.

4. Maintenance: Vergas shall be responsible for the expense of the advertising labor and material necessary to create the sign and its installation. The Lessee shall be responsible for arranging for the creation of the advertising image. Vergas is not responsible for the sign content only for the implementation of the content.

5. Maintenance of Sign. Vergas shall maintain the sign for the duration of the agreement and shall repair or replace any advertising images that are damaged or destroyed except as Lessee causes such damage or destruction. Should the Lessee's space be damaged, or should the sign be damaged in any respect which affects Lessee's use the space, the city shall repair the same within 30 days of the date of any damage.

6. Change of Advertisement during the Term of Lease. Lessee shall have the option to change its advertising content on the panel at its sole cost, upon 30 days advance written approval by Vergas.

7. No Sublease. The Lessee may not assign, sublease or transfer its rights in this contract to a third party without the written consent of the city.

8. Length of Agreement. This agreement shall remain in effect until January 1, 2027 unless earlier terminated by either party, as set forth below.

9. Early Termination.

a. Voluntary Termination. Either party may terminate this agreement by mailing via First Class U.S. Mail to the other party at the addresses listed intent to terminate at least 90 days prior to the date of

termination. Should Vergas terminate the agreement, Vergas will refund any rent paid by Lessee prorated to the date of termination. Should the Lessee terminate this contract, Vergas shall not be required to return any lease payments made or due to be made during the entire term of the lease.

b. Involuntary Termination. Should Lessee violate the provisions of this contract or go out of business, this contract shall terminate. Vergas shall not be required to return any lease payments made or due to be made during the entire term of the lease.

10. Indemnification. Lessee shall indemnify and hold harmless Vergas from all damages, including any attorney fees and costs, incurred by Vergas arising from Lessee's design and its placement on the Event Center sign, including any violation of any third-party intellectual property or privacy rights.

Dated: _____

Lessee

City of Vergas

By: Julie Bruhn

Its: Mayor

By: Its:

By: Julie Lammers

Its: City Clerk/Treasurer

By: Its:

