

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

\_\_\_\_\_.

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 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 the 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 \$20.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$75.00

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.
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 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.
- b. You have your 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.

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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 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 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 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, please ask for password when picking up the key to event center.
- i. 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 four (4) days before the event and must be taken down within one (1) day after the event. If back to back events, the sign must be shared.
- j. Door will be unlocked at the time you have reserved in this lease and 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 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 renter.

CITY OF VERGAS, LESSOR

I have read the above and hereby  
Agree to all conditions.

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

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

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Lessee

Name of Organization \_\_\_\_\_ Name of Contact Person \_\_\_\_\_

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

Phone Number \_\_\_\_\_ email address \_\_\_\_\_

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

Hours of the event: Begin Rental: \_\_\_\_\_ End Rental: \_\_\_\_\_

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

Details for a Long Term Rental \_\_\_\_\_

**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: (\$60./Hour) 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 (\$20/Hour) Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

Lions Bar: Yes \_\_\_ No \_\_\_ Other \_\_\_\_\_ Estimated number of guests \_\_\_\_\_

Types of Alcohol \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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.**

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**Please call 218-342-2091 with any questions.**

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

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Signature

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Date

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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:

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Were the employees available, helpful and courteous?

Fair                      Good                      Excellent

Comments:

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Was the bar satisfactory during your event?

Fair                      Good                      Excellent                      Not Applicable

Comments:

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Would you recommend the Vergas Event Center to your friends and family?

Yes    No

Comments:

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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 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 *vergas2012*
- g. Door will be unlocked at the time you have reserved in this lease and you are responsible for locking doors when event is finished.

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

Truly

