



City of Victoria  
 7951 Rose Street  
 P. O. Box 36  
 Victoria, MN 55386  
 (952) 443-4210

# Rental Contract

- City Hall
- Community Ed Room (at WTP/FD)

The City of Victoria requires all renters to adhere to the terms of this rental contract and to be responsible for the conduct of its group or others present during the rental period.

The rental fee will be deposited on the same day it is received. The key must be returned to City Hall during normal business hours or left in the drop box outside of City Hall by the *following* day. The key and damage deposits will be returned after the event, following an inspection of the room, so long as it has been cleaned and nothing is damaged. If damages are found, the damage deposit shall be forfeited as to that portion which is necessary to repair such damage. If the cost of repairs exceeds the \$100 damage deposit, damage charges will be invoiced to the lessee. The City of Victoria reserves the right to cancel any scheduled use of the rental rooms if city operations should require it. In such a case, every reasonable effort will be made to provide the lessee with adequate advance notice.

## City Hall/Community Ed Room Regulations

1. Smoking is prohibited.
2. Decorations may be put up provided they do not do any damage.  
No nailing or stapling of décor to walls, ceilings or fixtures.
3. All chairs and tables must be cleaned and stacked on the racks provided.
4. The room must be vacuumed and any spills or stains must be cleaned.  
Cleaning supplies and vacuum are not provided.
5. Garbage must be disposed of. Trash bags are not provided.
6. The rooms must be cleaned and vacated by 1:30 a.m.
7. Upon leaving, all lights must be turned off and windows and doors locked.

## City Hall Kitchen Regulations

1. All kitchen appliances and utensils used shall be cleaned, put away and accounted for.
2. All counter tops and sinks must be cleaned. Cleaning supplies are not provided.
3. Garbage must be disposed of. Trash bags are not provided.
4. The stove and oven must be turned off.
5. Any items left in the kitchen will be disposed of immediately.

I agree to comply with the rental contract as set forth. I agree to defend, indemnify and hold harmless the city from any claims, injuries or damages of whatever nature arising out of or connected with my use of the facility. I also agree to reimburse the City for any damage, breakage, maintenance and/or theft of the facilities if so warranted.

Signature of Renter / Date	Date and Time of Rental
Renter's Name (print)	Rental Fee _____ Rcvd _____
Address	Kitchen Fee _____ Rcvd _____
City / State	Damage Deposit _____ Rcvd _____
Home/Work Phone	Key Deposit _____ Rcvd _____
Second Contact Person / Address	Phone _____



## About City Hall

City Hall is perfect for your next business or social function. With its spacious room and open vaulted ceilings, City Hall is ideal for formal or semi-formal settings for large group gatherings such as wedding receptions, banquets, parties, business seminars and conferences. It features over 2,155 square feet of floor space and has a maximum capacity for 150 people with more than 20 tables and 150 chairs to use. A newly remodeled kitchen facility with 430 square feet of space is also available. The sale service of alcohol is permitted with the terms prescribed in the City's Alcohol Policy. City Hall is located at 7951 Rose Street, Victoria, Minnesota 55386.



## About the Community Education Room

The Community Education Room is ideal for your next education, business or social event. This meeting space provides a picturesque view of beautiful Victoria for your smaller function. The Community Education Room has 550 square feet of floor space, with a maximum capacity for 40 people with 7 tables and 26 chairs to use. This newly built facility also has a small sink area and a coffee machine available for use. The Community Education Room is located at 1500 - 80<sup>th</sup> Street (behind the Fire Station) in Victoria, Minnesota 55386.



## Room Rental Fee Schedule

PER RENTAL	RESIDENT FEES	NON-RESIDENT FEES	REFUNDABLE DAMAGE DEPOSIT (For City Hall and Comm Ed Room only)	REFUNDABLE KEY DEPOSIT (For City Hall and Comm Ed Room only)
<b>Category 1</b> City/Government	No Charge	No Charge		
<b>Category 2</b> Civic/Non-Profit	\$15.00 Per Mtg	\$20.00 Per Mtg	\$100.00	\$25.00
<b>Category 3</b> Private Function	\$30.00 per/hour \$100.00 ½ day \$200.00 Full day	\$45.00 per/hour \$160.00 ½ day \$320.00 Full day	\$100.00	\$25.00
<b>Category 4</b> Business/Commercial Function	\$50.00 per/hour \$160.00 ½ day \$320.00 Full day	\$60.00 per/hour \$220.00 ½ day \$440.00 Full day	\$100.00	\$25.00
<b>City Hall Kitchen</b>	\$50.00	\$50.00		