

# CITY OF VICTORIA

Victoria, MN  Est. 1915

## Lions Park Pavilion Rental Agreement

City of Victoria Parks & Recreation Department

Office Location: 8475 Kochia Lane, Victoria, MN 55386

Lions Pavilion Location: 1505 82<sup>nd</sup> Street, Victoria, MN 55386

### CONTACT INFORMATION

Renter's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_ Tax ID # (tax exempt - attach copy): \_\_\_\_\_

Renter's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### RESERVATION INFORMATION

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Start Time (include set-up): \_\_\_\_\_ End Time (include clean-up, must end by 10:30pm): \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Notes or Event Details: \_\_\_\_\_

- Will guests be charged for admission, food, or beverages?  YES  NO
- Will beer, wine, or malt beverages be sold?  YES  NO
  - If yes, the renter understands that the sale of beer, wine or malt beverages will require a liquor license or the use of a licensed caterer & liability insurance for \$2million.  YES  NO
- Will there be a raffle or gambling at the event?  YES  NO
- Will you be setting up a bounce house or tent?  YES  NO

Signing this form indicates that you have read, understand, and agree to comply with the City of Victoria Parks & Recreation Department's Lions Park Pavilion Rental Agreement including the rule, regulations, and cancellation policies. I understand that the use of the City of Victoria's facilities, amenities, roadways and any other public place or property is voluntary. I agree that the use of the Lions Park Pavilion is undertaken at my own risk and the City of Victoria will not be liable for any claims, injuries, damages of whatever nature incurred by me, or members of my organization, residents, friends, neighbors in attendance due to negligence, or the negligence of third parties. On behalf of myself, members of the organization, residents, friends, neighbors, I expressly forever release and discharge the City, its agents, or employees from any claims, injuries, or damages. I agree to defend, indemnify, and hold harmless the City for any claims, injuries, or damages of whatever nature arising out of or connected with my use of the facilities. I also agree to reimburse the City for any damages, breakage, maintenance and/or theft of the facilities if so warranted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Reservation Request & Payment

- **Reservation requests** can be made at [www.ci.victoria.mn.us/lionspavilion](http://www.ci.victoria.mn.us/lionspavilion) up to 365 days in advance of requested date beginning at midnight (*example, if you want 1/1/2023 you can submit your reservation request as early as 1/1/2022 at midnight*). If there are multiple reservation requests received at the same time, the following process will be followed:
  1. The first reservation request received within the reservation window will receive priority. Staff will follow up within two business days to confirm.
  2. Reservation requests with priority will have 24 hours to confirm they want to proceed.
  3. Due to high demand for use of the Lions Park Pavilion in May and June, reservations/payments cannot be transferred to different dates during these months. Also, renters with priority can only have priority on one date at a time during May and June.
- After approval of reservation request, full **payment is due within 7-days of confirmation.**
  - Acceptable payment methods include cash, check (made payable to City of Victoria), or credit card (Visa, Mastercard, AMEX, Discover) and submitted at the Victoria Recreation Center (8475 Kochia Lane, Victoria, MN 55386).
- Renters will be contacted by the Parks & Recreation staff up to two weeks prior to their rental to put a valid credit card number on-file as a **damage deposit**. The Renter will be responsible for any damage done, failure to return the keys, or failure to comply with the Rental Agreement. Renter is also responsible for damage done by contractor or caterer hired by renter. The City of Victoria reserves the right to charge your card up to \$250 for damages, Renter will be contacted if there is a situation necessitating the use of the damage deposit. If no damage occurs, the card on file will be deleted after reservation is complete.
- **Cancellation policy:**
  - Up to 90 days prior to rental date – full refund (minus \$5 service charge).
  - Up to 60 days prior to rental date – 50% refund (minus \$5 service charge).
  - Lions Park Pavilion is non-refundable within 60 days prior to rental date
  - The City shall have the right to cancel this event and agreement due to unforeseen circumstances, with no liability. If enacted, a refund will be given.
- This agreement is non-transferable.

<i>Fees are per day</i>	<b>Monday-Thursday</b>	<b>Friday-Sunday + Federal Holidays</b>
<b>Resident of Victoria</b>	\$200 + tax \$14.75 = <b>\$214.75</b>	\$300 + tax \$22.13 = <b>\$322.13</b>
<b>Non-Resident of Victoria</b>	\$250 + tax \$18.44 = <b>\$268.44</b>	\$350 + tax \$25.81 = <b>\$375.81</b>
<b>Resident Non-Profit Groups</b>	\$100 + tax \$7.38* = <b>\$107.38</b>	\$150 + tax \$11.06* = <b>\$161.06</b>
<b>Non-Resident Non-Profit Groups</b>	\$175 + tax \$12.91* = <b>\$187.91</b>	\$225 + tax \$16.59* = <b>\$241.59</b>
<b>Added Fee If Selling Alcohol</b>	\$50	\$50
*If a non-profit group is tax exempt, tax will not be applied. Non-profits must provide a copy of Tax ID #. NOTICE: Credit Card will be required to be on-file as a deposit for damages (for up to \$250).		

## Facility Rules & Regulations

- Lions Park Pavilion is available during the hours of 7:00 a.m. and 10:00 p.m., daily (guests must vacate by 10:00 p.m., renters must vacate by 10:30 p.m.)
- Renters are responsible for their set-up and tear-down and must remove all belongings by the end of the rental time.
- All rentals are to include time for set-up, tear-down, and deliveries, early or extended access will not be granted.
- City of Victoria is not responsible for any lost, stolen or items left behind after rental, items remaining will be discarded.

- Smoking is prohibited inside the Lions Park Pavilion.
- Cars are not allowed inside the Lions Park Pavilion.
- Explosives or fireworks are prohibited.
- Décor that is not permitted includes: tacks, nails, or duct tape on walls, ceiling, or woodwork, also the use of glitter, confetti, silly string, rice.
- The following decorations and materials are allowed but must be removed during tear-down: Adhesive materials such as painter tape or command strips, candles (must be in glass containers higher than the wick), and balloons (just be cautious of the ceiling fans).
- Renter is responsible for the condition of the Lions Park Pavilion and for the supervision of their guests' conduct.
- Renter is responsible for returning the area to the condition it was found. This includes wiping down and returning tables and chairs to their racks, removing all trash and placing it in the main dumpster in the north parking lot, replacing trash can liners, and sweep or mop large spills. Damage deposit may be charged if left in poor condition.
- Food and alcoholic beverages (beer, wine & malt beverages for persons over the age of 21) are allowed, the sale of food and/or alcoholic beverages would require renter to work with licensed caterer or acquire a liquor license and hold liability insurance naming the City of Victoria as an additional insured for up to \$2 million.
  - The City of Victoria may require the renter to provide licensed and bonded security for an event.
- Kegs, glass and hard liquor are prohibited.
- Restrooms are available to the public.
- Any amplification must be maintained to an acceptable level and must end by 9:30 p.m. Any noise complaints must be addressed immediately. In the event law enforcement returns a second time for noise complaint the facility will be closed, and renter may be charged the damage deposit.
- Parking is available in both the north and south parking lots as well as off-street parking.
- Failure to comply with rules and regulations may result in loss of future rental ability, invoiced expenses for amounts exceeding damage deposit and charging your card on file for up to \$250 in damages.
- The outdoor gas firepit and the television are not available to renters.

## Lions Park Pavilion Description

Equipment and supplies included in the rental of the Lions Park Pavilion:

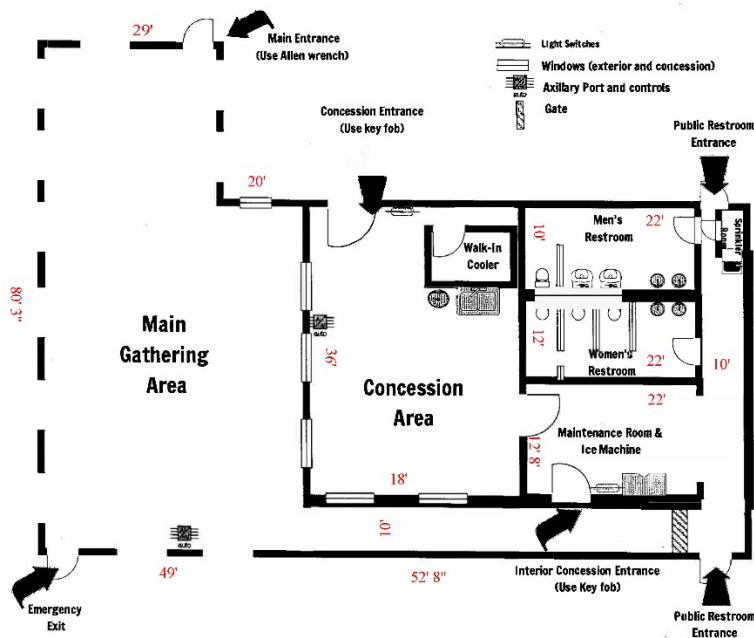
- Refrigerator (no freezer)
- Ice machine
- 6-foot rectangular folding tables (20)
- Folding chairs (100)
- Paper products (towels, tissues for restrooms)
- Basic cleaning supplies
- Access to serving area, including electricity
- Overhead speakers (access via AUX port – renter must provide own AUX cord)
- In-floor heat (during winter month)
- Overhead fans

Equipment and supplies **NOT** included:

- Access to gas fire pit on the patio
- Access to the television
- Air conditioning
- Freezer

Capacity:

- There are 100 chairs & 20 6-foot rectangular tables available.
  - 218 people can occupy the building when they are at tables & chairs.
  - 468 people can occupy the building when only chairs are used.
  - 656 people can occupy the building when tables & chairs are not used.
- \*Emergency exits must remain clear.



## Leading Up to Your Reservation...

- You will be contacted 2 weeks prior to your reservation to put a card on-file for your security deposit.
- The week of your event you will receive an email reminding you about key pick-up and return.
  - Keys can be collected from the VRC the day of your rental and returned the next day.
- If you have questions leading up to or on the day of your rental contact the Victoria Recreation Center at 952-443-4255.
- If you want to tour the Lions Park Pavilion you can contact the Victoria Recreation Center at 952-443-4255 to set up a date and time.