

# LIONS PARK PAVILION RENTAL AGREEMENT

The Renter will rent the Lions Park Pavilion from the City of Victoria for an event for the following date, event, and time:

<b>Renters Name</b>	<b>Name of Organization</b>	
<b>Renters Address</b>	<b>Phone Number</b>	
<b>City, State, Zip</b>	<b>Event Date</b>	
<b>Email Address</b>	<b>Type of Event</b>	
<b>Start Time</b> <small>(include set-up)</small>	<b>End Time</b> <small>(Guests must exit by 10 pm, renters by 10:30 pm)</small>	<b>Number of Guests</b>

## PROVIDED EQUIPMENT/SUPPLIES

- Refrigeration
- Ice machine
- 6-foot rectangular tables (20)
- Folding chairs (100)
- Basic cleaning supplies
- Paper products (towels, tissues for restrooms)
- Access to serving area/electricity
- Auxiliary port for audio (must provide own cord)

## ITEMS NOT INCLUDED

- Gas fire pit on patio
- Television

The Renter agrees to abide by the following terms and conditions:

**TERM OF THE AGREEMENT** - Use of the building begins on the date and time specified above. The Renter must designate rental times to include time needed for deliveries, decorating and other necessary preparations.

The Victoria Lions Park and Pavilion close at 10:00 pm. Serving and consumption of alcohol and/or liquor, entertainment/music, must be terminated prior to closing time and guests must vacate Pavilion by 10:00 pm. Renters have until 10:30 pm to clean and close the building before vacating.

**RENTAL FEE AND DEPOSIT** – The Renter must pay all rental fees and security deposits at the time of signing this Rental Agreement. The Renter’s event date will not be reserved until this Rental Agreement and all fees and deposits are received. Checks can be made payable to “City of Victoria.”

**RENTAL FEES** can be paid by check, cash, or credit/debit. Note that rental fees on page 5 do not include tax. Final amount owed for rental will be provided to you by the Parks and Recreation department.

**SECURITY DEPOSITS** can be paid by cash or check only. Deposits will be cashed upon receipt. If no damage occurs and all other terms of the Rental Agreement are met, the City will refund the

security deposit in full, only after full inspection of the premises (inside and out) and equipment. If damage occurs, the amount necessary to make repairs will be withheld from the deposit. The Renter is responsible for any damage done by a contractor or caterer hired by the Renter. Security deposits will be refunded via check within 30 days after the event.

**USE OF THE BUILDING** – The Renter agrees to abide by the following rules:

- **SMOKING.** No smoking is allowed inside the facility.
- **DÉCOR.** The Renter may not use tacks, nails or duct tape on the walls or woodwork. Adhesive materials such as painters' tape or command strips are allowed but must be removed at the end of rental.
  - The use of glitter and confetti are prohibited
  - Candles are permitted if they are placed in glass containers which are higher than the wick to reduce exposure of flame and wax melt.
- The Renter must remove any items or property belonging to the Renter from the shelter at the end of the rental time. Items remaining after midnight on the day of rental will be discarded. The City and its employees or agents will not be responsible for any lost, stolen, or damaged belongings in or on the facility property, before, during, or after the event.
- **RESTROOMS.** Bathrooms are for public use during park hours, including during a rental.
- **SPECIAL PERMISSIONS.** If Renter plans to add any of the following to their event, they will be required to work with licensed vendors, obtain liability insurance and/or receive special permissions from the Parks and Recreation Department prior to the time of the rental.
  - **Raffles or gambling**
  - **Tent or bounce house**
  - **Sale of alcohol** (this includes if Renter is charging admission, but providing alcohol to guests)
    - Once approval is granted, Renter must provide a copy of liability insurance naming City of Victoria as additionally insured for no less than \$2,000,000. Liability insurance can be purchased through homeowner's insurance providers. Copy must be provided to the Parks and Recreation Department.
    - See alcohol section below for more information.
  - **Catered food**
    - Caterer must be licensed by the State of Minnesota.
    - If event requires admission, ticket sales or requires guest to purchase food, Renter must provide a copy of liability insurance naming City of Victoria as additionally insured for no less than \$2,000,000. Liability insurance can be purchased through homeowner's insurance providers. Copy must be provided to the Parks and Recreation Department.
- **AMPLIFICATION.** Any amplification must be maintained to an acceptable level and must end by 9:30 pm. If Renter is planning a special event that includes amplification, they will need to file a Special Event Permit through the City of Victoria. Any noise complaints that are reported must be addressed immediately. In the event law enforcement must return a second time for a noise complaint, a citation may be issued, and the facility may be closed and Renter may lose deposit.
  - Audio is available via overhead speaker. Renter will require a USB cord to plug into wall outlet.
- **PARKING.** No vehicles are permitted inside the Pavilion. Parking is permitted in both lots and off-street parking is allowed where permitted. Parking is to be shared with the public and field users.
- **ACCESS.** Entering the facility can be done by using the key fob. Renter will access initially through the Concession Entrance. Lights will be located on the left as you enter. From inside the Pavilion, Renter will be able to unlock Main Entrance using the allen wrench. The gate lock to access the

restroom hallway can also be unlocked from the inside along with the garage doors. All doors and the gate must be shut, secured, and locked when rental is complete.

## ALCOHOL

- Persons over the age of 21 may possess and consume malt beverages, beer, and wine within city parks.
- Kegs, glass, and hard alcohol are prohibited.
- Renters may have events with alcohol to purchase. Selling alcohol requires the Renter to hire a licensed caterer that would serve the alcohol.
  - The Renter will be required to pay the liquor fee according to the City's fee schedule.
- The Parks and Recreation Department may require the renter to provide security for an event and can be obtained through an independent contractor who is licensed and bonded, or the Carver County Sheriff's Department.
- When alcohol is being sold, Renter/Caterer is required to provide a certificate of liability insurance in an amount not less than \$2,000,000 naming the City of Victoria as an additionally insured, prior to the use of the Pavilion. A copy must be submitted to the Parks and Recreation Department.
  - This liability insurance coverage can be secured in the following ways:
    - Renters homeowner's insurance provider
    - Caterer holding the liquor license
    - Tenant User Liability Insurance Program (TULIP) through League of Minnesota Cities Insurance Trust. For more information on TULIP visit [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com).
- The Carver County Sherriff's Department/City of Victoria has the authority to close the facility at any time due to unruly behavior, conduct, disturbance of the peace or other violations of law.
- Occupants/Renter of the building that fail to follow the proper procedures for alcoholic beverages use will lose their deposit in full.

**Clean-Up** - The Renter agrees to perform the following clean-up at the end of the rental:

- Clean the food service area, if used.
- Discard all disposable items, decorations, and trash.
- All trash should all be taken to trash receptacles in the parking lot and new trash liners installed in all trash containers in the Pavilion.
- Wash/Sanitize all tables and chairs.
- Return tables and chairs to their proper racks. Make sure racks are left in the main gathering area (not hallway near the restroom).
- Sweep (and mop large spills) floors.
- Pick-up and dispose of all litter, paper and debris from around the Pavilion and parking lot.
- Return keys to the Victoria Recreation Center within 24-hours after the Event.
- The cost for any additional cleaning done by building personnel will be deducted from the Renter's security deposit.
- All items need to be removed at the end of the Rental time; Renter cannot return the next day to collect items.

**INDEMNIFICATION** – The Renter agrees to indemnify and hold harmless the City, its officers, employees, and agents from any and all claims, demands, costs, damages, losses, actions, causes of action or judgements which the City may pay or be required to pay by reason of any damage to property or injury or death to

any person, employee, firm, or corporation arising out of the use of the Pavilion by the Renter, its employees, agents, guests or invitees, or any other person attending the Event. The Renter's liability to the City, including liability for damage to the Pavilion, shall not be limited by the amount of the security deposit. Nothing herein shall be deemed to waive or limit any statutory limits on liability available to the City under Minnesota Statutes, Chapter 466 or otherwise.

**CANCELLATION**

- Full refund – Up to 90 days prior to Rental
- 50% refund up to 60 days prior to Rental
- After 60 days the Rental is non-refundable

At any time prior to 30 days before the Event, the City shall have the right, upon notice to the Renter, to cancel the event and terminate this Agreement. The City shall refund any security deposit and any fees paid under this Agreement, and neither party shall have any further liability to one another.

**NON-TRANSFER** – This agreement is non-transferable.

**NON-SUFFICIENT FUNDS** – If a Renter's check is returned because of non-sufficient funds, the Renter will be charged a \$30.00 fee in addition to the original check amount.

**SELECT YES OR NO**

- |   |            |           |
|---|------------|-----------|
| Will you be charging admission for your event?                                  | <b>YES</b> | <b>NO</b> |
| Will you be selling alcohol?  | <b>YES</b> | <b>NO</b> |
| Will you be hosting a raffle or gambling?                                       | <b>YES</b> | <b>NO</b> |
| Will you be setting up a bounce house or tent?                                  | <b>YES</b> | <b>NO</b> |
| If YES to any of the above, do you have the required documents and permissions? | <b>YES</b> | <b>NO</b> |

**CATERING INFORMATION OR SPECIAL FUNCTION SERVICE PLANNER** – only complete if there will be a caterer serving or selling alcohol or food.

Event Date		Caterer Name	
Caterer ID #		Caterer Insurance Provider	
Caterer Contact Person		Caterer Phone Number	
Caterer Email		Mailing Address	
City		Zip Code	

→ **RENTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**CITY APPROVAL** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Confirm date and rental rate + tax with the Victoria Parks and Recreation Department prior to submitting rental agreement. Once your rental agreement, payment and deposit have been received your date will be secured.*

## LIONS PARK PAVILION FEES

**Fees are per day and do not include tax.** Final total will be provided by the Parks and Recreation Department. Federal holidays will be charged at the Friday-Sunday rate.

	NON-PROFIT ORGANIZATIONS	PRIVATE/BUSINESS FUNCTIONS
RESIDENT Monday-Thursday	\$100	\$150
RESIDENT Friday-Sunday	\$150	\$250
NON-RESIDENT Monday-Thursday	\$150	\$200
NON-RESIDENT Friday-Sunday	\$200	\$300
SECURITY DEPOSIT (*)	\$200	\$250
ALCOHOL SALE FEE	\$50	\$50

### PAYMENT INSTRUCTIONS

- Rental fee + tax and security deposit are payable at time of booking to secure date.
- Checks made payable to: City of Victoria.
- All checks for rental fees and security deposits are cashed upon receipt.
- \*Security deposit must be paid with cash or check.

Lions Park Pavilion Rental Fee: \$ \_\_\_\_\_  
 Refundable Security Deposit\*: \$ \_\_\_\_\_  
 Alcohol Sale Fee: \$ \_\_\_\_\_  
 Is Group Tax Exempt                      YES              NO              Tax Exempt #: \_\_\_\_\_

### HOLD HARMLESS AGREEMENT

*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 roadways for a block party, park rental, or neighborhood event 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.*

→ User/Representative \_\_\_\_\_  
 Organization \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY			
Total Amount Paid	\$		
Payment Method		Date Paid	

# Frequently Asked Questions

## **How do I rent the Lion's Park Pavilion?**

Visit the City of Victoria's website and request your desired date online at <https://www.ci.victoria.mn.us/372/Lions-Park-Pavilion>. Once date is confirmed with the Parks and Recreation Department, renter will complete all required paperwork and submit payment + tax and refundable security deposit in full. Once payment and deposit are received the date will be secured.

## **What payment methods are accepted?**

- Rental rates can be paid using cash, check, or credit card (Visa, Mastercard or Discover).
- Refundable security deposit can only be paid with cash or check.

## **Where should I submit my payment and rental agreement?**

Return to the Victoria Recreation Center either by mail or in-person at the front desk. The address to the Victoria Recreation Center, 8475 Kochia Lane, Victoria, MN 55386.

## **What is the address of the Lions Park Pavilion?**

The address is 1505 82<sup>nd</sup> Street, Victoria, MN 55386.

## **Who is responsible for setting up the room?**

It is the Renter's responsibility to set-up tables and chairs for their event. All tables and chairs must be returned to their racks at the end of the event.

## **How do I get the key to the facility?**

Keys can be picked up at the Victoria Recreation Center front desk on the day of the event. Keys must be returned the day after the event.

## **What should I do if I have rented items?**

Deliveries must take place during your rental time. The City will not provide access to vendors for delivery or pick-up outside of the rental time.

## **Can I access the facility the day before or come back the next day to set-up or take-down?**

Renter's do not have access to the Pavilion prior to their rental date. Renters are welcome to rent an extra day for additional set-up and take-down time.

## **How do I get my security deposit back?**

Once the Pavilion has been inspected by staff and the keys have been returned to the Victoria Recreation Center, the City will then issue a refund to the Renter. It can take up to 30 days for the Renter to receive the check in the mail.

## **Is there a food preparation area?**

There is no food preparation space at the Pavilion. The Concession Area is intended as a serving area with amenities such as serving windows, electricity, and refrigeration, as well as a sink and counter space.

## **Who do I call if I have questions?**

- Leading up to the event, call the Recreation Center at (952)443-4255.
- For maintenance issues on the day of the event or cleaning issues call the Public Works On-Call pager at (952)292-2454. Any other issues should be directed to the Victoria Recreation Center.

**How early can I make a reservation?**

Reservations can be made 365 days in advance.

**How much notice is needed to make a reservation?**

It is recommended that reservations be made a least one week prior to reservation date. If Renter plans to sell alcohol at the event the reservation should be made at least two months prior.

**What is the capacity of the Lions Park Pavilion?**

There are 100 chairs and 20-6-foot tables available.

- 218 people can occupy the building when there are tables and chairs.
- 468 people can occupy the building when only chairs are used.
- 656 people can occupy the building when tables and chairs are not used.

**Can I have a bounce house?**

Yes, but Renter's need to notify the Parks and Recreation Department at the time of reservation. Renter also needs to provide liability insurance for at least \$2,000,000 naming City of Victoria as an additional insured.

**What to do in case of inclement weather?**

All rentals are rain or shine. The City does not give refunds due to inclement weather. The only exception is if conditions are deemed unsafe by the City of Victoria. If the facility is closed by the City the renter will receive a full refund of payment and deposit.

**How can I see the Lions Park Pavilion in person?**

View the virtual tour on the City of Victoria website at <https://www.ci.victoria.mn.us/372/Lions-Park-Pavilion>. If you want to see the Pavilion in-person you will need to schedule a time to check out the key from the Victoria Recreation Center at (952)443-4255 to view on your own.