Legion Park Rental Date: _____

City of Waverly 502
Atlantic Avenue
P.O. Box 189 Waverly,
MN 55390

Email: office@waverlymn.gov
Web: www.waverlymn.gov
Telephone: 763-658-4217

Thank you for your interest in the Waverly Legion Park Building. Enclosed please find a rental agreement for your review and signature. **Please return the agreement within 10 days to the email address**

Your reservation will be confirmed upon receipt of the signed rental agreement and one half of the rental fee. Your rental is for the covered and closed pavilion (with 9, 8-foot tables) and kitchen facility. This does NOT include the outside pavilion as that is a public space. Your rental hours are from 6:00am – 10:00pm the day of your event.

The balance of the rental fee and Gather Guard Insurance Coverage will be due prior to the scheduled event. If we find damage to the building, we will notify you in writing. The key may picked up within 48 hours of the scheduled event at the Waverly City Office during business hours. Monday – Thursday 7:30am - 4:30pm or Fridays 7:30am – 11:30am. Keys must be dropped back off at the city office drop box after the event.

The renter is responsible for cleaning up the building and surrounding area. Park/rental hours are between the hours of 6:00am – 10:00pm. We expect that all refuse is removed from the building and that the park area is returned to its original state following the function. You are not to arrive to the park for your rental before 6:00am the day of your rental.

Whether or not you plan to serve liquor at your event, you will be required to purchase General Liability insurance for the date of your event through Gather Guard Insurance. Once the insurance coverage has been purchased through Gather Guard, the City of Waverly will be emailed a copy of your coverage from the Gather Guard Insurance program for your event.

When you select the attached Gather Guard Insurance you only need to choose General Liability coverage; as host liquor coverage is automatically included in the tenant users General Liability policy at no additional charge for serving of alcohol to their guests.

If you need to cancel your reservation, please be advised that all rental fees are **non-refundable.** The rental fees are as follows:

$150.00 Rental Fee per day + sales tax = $161.06
Plus Purchase of Gather Guard Insurance Coverage

Note: Before you may pick up the keys for your rental, please call our Maintenance Supervisor, Jason Karels at 763-658-4217 to schedule your appointment. Keys must be dropped back off the evening of your rental to City Hall drop box.

CITY OF WAVERLY
LEGION PARK
BUILDING RENTAL
AGREEMENT

This rental agreement is made between the City of Waverly and _____Renter and provides for the rental of the Legion Park Building for the purpose of: _____ subject to the following terms, conditions and agreements:

The rental date and time shall be _____. The renter is authorized to use the building during the normal park hours for the specified function. Any variation from the posted park hours will require approval by the Waverly City Council. The rental fee of$150 + tax and Gather Guard Insurance coverage will be required and paid in full prior to the scheduled event. Property will be inspected following the event to determine that no damages occurred during the event and that the building has been cleaned satisfactorily.

The renter agrees that in the event any city property is damaged or bodily injury occurs during the term of this Rental Agreement, regardless of how property damaged, or bodily injury occurred, the renter agrees to notify the City of Waverly at the city offices in Waverly, MN as soon as possible. Property damage and bodily injury claims will be submitted against the tenant user liability insurance policy.

The renter further agrees that he has inspected the property that was rented under this agreement and that all of the property is in proper working condition and that he/she has either been instructed in the use of the property, or that he/she has represented to the City of Waverly that he/she knows how to properly use the property. Renter herein states that intoxicating or non-intoxicating liquor will or will not be served on the rented premises during the rental period.

Renter herein states that intoxicating liquor or non-intoxicating liquor will or will not be served on the rented premises during the rental period. If intoxicating or non-intoxicating liquor will be served, renter agrees to hold the City of Waverly harmless from any damages or claims of damages caused to any persons, including the renter, property for means of support of any person who claim damages against the City of Waverly under any applicable Minnesota law for negligence while the rented property is being used or operated by the renter during the terms of this agreement. Renter further agrees to supply the City of Waverly with a liquor liability insurance coverage through Gather Guard Insurance for the time period of the rental.

NO physical alterations will be made to the building without the explicit permission from the Waverly City Council. Absolutely no outside equipment will be brought into the facility without the express permission of the City of Waverly. The renter agrees to replace all tables and chairs to the place in which they were found, to remove all garbage and rubbish from the building, and to leave the premises in the condition in which it was found upon the rental of the facility.

I certify that I have read the above rental agreement and that I understand it and agree to all of its terms and conditions.

Renter: _____

Address: _____

_____

Telephone:

Email: _____

Dated: _____

Signature _____

GATHER GUARD

INSURANCE FOR SPECIAL EVENTS

For more information, contact:

Helen Dubay
LMCIT Program Assistant
hdubay@lmc.org
(651) 281-1266

LMC LEAGUE MINNESOTA CITIES

Protect yourself - and your city - from claims during your event.

GatherGuard protects you from liability for injuries and damage that may occur at your event or activity.

Are you planning to use or rent a city facility? Minnesota cities often allow individuals and groups to use municipal-owned facilities for special events like weddings, festivals, and reunions. Sometimes, though, the city and event organizer may be sued if someone is injured at the event. These claims can be both time-consuming and costly.

Enter GatherGuard, which helps you and your city avoid these situations. **Here are three main reasons to use this program:**

- **GatherGuard helps individuals and groups protect themselves and their guests at events held at city-owned facilities.** Without GatherGuard, you may be personally responsible for paying claims for bodily injury or property damage. Your homeowner's insurance or another private insurance carrier might cover some situations, but it may be limited.
- **This insurance program covers a wide variety of events,** such as receptions, festivals, job fairs, weddings, concerts, meetings, reunions, arts & crafts fairs, and more. GatherGuard provides up to $5 million in general liability limits, and liquor liability is available upon request.
- **Protecting yourself and your city is made easy with GatherGuard.** After entering your event information into the secure web site, an instant quote is generated. Your insurance can be purchased online with a credit card, and your city is automatically named as an additional insured.

To learn more about GatherGuard:

Visit gatherguard.com, where you can easily find answers to frequently asked questions, and get a free quote.

GATHER GUARD

INSURANCE FOR SPECIAL EVENTS

LMC LEAGUE MINNESOTA CITIES

How much does GatherGuard cost?

The cost depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

How to Get a Quote or Purchase GatherGuard Coverage

STEP 1:
Visit app.qatherquard.com, select your event, and answer a few basic questions.

STEP2:
Enter your Venue ID Code.

Village Hall: 0501-343

Legion Park: 0501-344

Don't have a code? Select "Search for a Venue," and enter the name of the venue or the venue's address. If you do not see your venue, contact LMCIT. Remember, GatherGuard is only available for events held at city-owned facilities.

STEP 3:
Select your General Liability Coverage.

STEP 4:
Enter your event details.

STEP 5:
Get your quote.

STEP 6:
Purchase GatherGuard insurance when ready.
A credit card is required.

A certificate of insurance will be emailed to the purchaser and to the city.

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

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Park Building Clean Up Checklist

1. **Remove all personal effects and belongings.**
2. **Remove all garbage from building.**
3. **Wash counters and tables.**
4. **Sweep floors with brooms provided.**
5. **If floor is sticky, please mop.**
6. **Replace all tables to their original location.**
7. **Close and lock all doors and service windows.**
8. **Please remember to leave the Park Building as you found it.**
9. **Return keys to the City Office.**

Thank you,

City of Waverly