Village Hall Rental Date: _____

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

Email: office@waverlymn.gov
Web: www.waverlymn.gov

Telephone: (763) 658-4217
Fax: (763) 658-6189

Thank you for your interest in the Waverly Village Hall (located at 201 4th St S). Enclosed please find the Lease Agreement for your review and sign. **Please return the Agreement within 10 days** to:

City of Waverly
PO Box 189
Waverly, MN 55390

Along with the Agreement, one half of the total rental fee is due to confirm your reservation. If this is not received in our office your name will be removed from the rental calendar. The balance of the rental fee will be due prior to the scheduled event. Your rental hours are from 6:00am - 1:00am the day of your event.

Liquor Service for your event will be done through the Waverly Municipal Liquor Store. Product and pricing options are attached. Please select your liquor option upon completing this reservation. (If no liquor will be served at your event please indicate that you will be waiving liquor service.) Liability and liquor insurance must also be purchased for your event through Gather Guard Insurance.

Whether or not you plan to serve liquor at your event, you will be required to purchase the General Liability insurance for the date of your event through Gather Guard Insurance.

When you choose the attached Gather Guard Insurance you only need to choose General Liability **coverage as host liquor coverage is automatically included in the tenant user's GL policy at no additional charge for serving alcohol to their guests.** Please be sure that your Gather Guard Insurance is purchased at least 2 weeks prior to your Village Hall rental. **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.** If you need to cancel your reservation, please be advised that all rental fees are **non-refundable** if canceled within 2 months of your event.

Residents: $600.00 Rental + $200 Non Refundable Cleaning Fee + Gather Guard Insurance

Non-Residents: $750.00 Rental + $200 Non Refundable Cleaning Fee + Gather Guard Insurance

***** Please note that if after your rental any extra cleaning is required above the normal cleaning, you may be invoiced for this extra cleaning fee based on any bills received by the city.**
***** Please note that the Village Hall is not handicap accessible. *****
***** All signs / banners that are currently displayed at Village Hall are permanent and will not be removed for rental events. *****

Note that all keys must be picked up during business hours. Monday – Thursday 7:30am – 4:30pm or Fridays 7:30am – 11:30am unless prior arrangements have been made. Keys must also be dropped back off the next day.

City of Waverly
Village Hall
Lease Agreement

This Lease Agreement is made between the City of Waverly, Lessor, and, _____ Lessee and provides for the leasing of the following described areas of the Waverly Village Hall Property by Lessee from the Lessor, for the purpose of a private wedding reception/dance, funeral lunch, private party, non-profit organization event, subject to the following terms, conditions, and agreements.
Please initial _____

I

The lease date and time shall be, _____. The Lessee shall vacate the premises by 1: l5am. The lessee shall lease the following areas of the Village Hall upper floor, lower floor, kitchen, and both floors. The Lessee shall pay the City of Waverly, $. The stated date and time is only confirmed upon receipt of one half of the rental fee and cleaning fee. The remaining one half of the rental fee and cleaning fee shall be due before the event. All lease payments are non-refundable in the event of cancellation within 2 months of rental date.
Please initial _____

II

Lessee agrees that if any leased items are damaged during the term of this lease, regardless of how damaged, Lessee will reimburse Lessor for damages or pay to Lessor the reasonable value of the leased item/items. Lessee further agrees that in the event of an accident or damage to the property, Lessor will be notified as soon as possible at Lessor's business office in Waverly, Minnesota.
Please initial _____

III

Lessee further agrees that he/she has inspected the property that was leased under this Agreement and that all property is in proper working condition and that he has either been instructed in the use of the property, or that he has represented to Lessor that he/she knows how to properly use the equipment.
Please initial _____

IV

Lessee herein states that intoxicating or non-intoxicating liquor will/will not be served on the leased premises during the lease period. If intoxicating or non-intoxicating liquor will be served, Lessee agrees to hold Lessor harmless from any damages or claims of damages caused to any persons, including the Lessee, or property for means of support of any persons who claim damages against the Lessor under any applicable Minnesota law for negligence while the leased property is being used or operated by the Lessee during the term of this lease. Lessee further agrees to supply Lessor with a liquor liability insurance certificate through Gather Guard Insurance for the time period of the lease.
Please initial _____

No physical alterations (which include nails in the walls) will be made to the building without permission from the Waverly City Council. Absolutely no outside equipment will be brought into the facility without permission from the City of Waverly. The Lessee agrees to replace all tables (into 4 piles to the stage area) and chairs to the place in which they were found. Lessee agrees 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.

Please note that there has been an AED installed at this location; any damage that may occur to this device from your rental could result in an additional charge to you to replace this device.

Before you may pick up the keys for your rental, you will need to call the City Office to set up a walk-through of the Village Hall.

Please call our Maintenance Supervisor, Jason Karels at 763-658-4217 to schedule your appointment.

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

Lessee Signature:

***** If rental is for a wedding, please list both renters' names below. *****

Name: _____

Address: _____

Telephone: _____

Email: _____

Dated: _____

Received by City of Waverly

Name: _____

Date: _____

GATHER GUARD

INSURANCE FOR SPECIAL EVENTS

For more information, contact:

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

LMC LEAGUE of 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 of 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.gatherguard.com, select your event, and answer a few basic questions.

STEP 2:
Enter your Venue ID Code.
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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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Wedding Plan Options

Contact Manager at 763-658-4717 for more

information and pricing

Payment Options:

1. Host a Happy Hour
2. You pay for just beer/wine for guests
3. You pay a specific dollar amount until gone
4. Guests pay for their own drinks
5. Keg beer – This is not an option per glass, you must pay for keg

Liquor Choices Include:

1. Captain
2. Bacardi
3. Brandy
4. Vodka
5. Whiskey
6. Wine

*Drinks are served in an 8oz glass, 1.5 oz pour

*Champagne & Specialty Items will be an additional cost to the prices listed

Choice of keg beer:

Coors Light or Mic Golden Light

Bush, Bush Light or Keystone Light

*90, 12oz cups are provided with each 16-gallon keg.

We supply the bartenders, ice, straws, and napkins

You may bring in cases of water, juice boxes and punch for guests

Municipal Liquor Store Options

Manager: Deb McAlpine **Phone:** 612-272-5151

Name: _____

Address: _____

Phone: _____

Date of Event: _____

Waverly Municipal Liquor Store will provide Bartenders for your event; we do not allow outside bartenders or liquor

You have the option to pay in advance for an open bar or you can choose to have a cash bar only. Drink tickets will be available for pre-purchase should you choose to do that.

Liquor Choices Include:

Captain - Bacardi - Brandy - Vodka - Whiskey – Wine

Champagne & Specialty Items will be an additional cost to the prices

The Waverly Liquor Store is open to other options for specialty liquor as well

Please reach out to the Manager for additional information

Please call (612-272-5151) or email (dMcAlpine@waverlymn.gov) for pricing information

City of Waverly Liquor Agreement

Name: _____

Address: _____

Date of Event: _____

Phone: _____

Alcohol Service: Yes ☐ No ☐

All alcohol services must be ordered and paid for in full at least 2 weeks prior to your scheduled event at Waverly Municipal Liquor Store.

Keg Beer: Coors Light/Mic Golden Light

Bush, Bush Light or Keystone Light

Total Number of Kegs: _____

Total Cost: $ _____

Keg Choice/choices: _____

_____

CASH BAR ONLY: Pre-purchase of drink tickets

Captain:

Bacardi, Brandy, Vodka, & Whiskey

Wine

Total number of drink tickets: _____

Total Cost: $ _____

****For specialty drinks, drink plans, or any other questions regarding beverages or this agreement please contact Deb McAlpine at 612-272-5151**

☐ I am waiving the alcohol service as we will not be serving alcohol at our event.

Signature of renter: _____

Dated:

Important:

No nails in the walls for decorating. Please use command strip hooks. No fires, candles or fireworks of any kind inside the building.

Village Hall Building Clean Up Checklist:

1. Remove all personal equipment & belongings.
2. Remove all garbage, rubbish & debris from building.
3. Return all tables to the stage area (place in 4) piles & return all chairs to their original location.
4. Turn off all indoor and outdoor lights.
5. Close and lock all exterior doors and windows.
6. Please remember to leave the Village Hall as you found it.
7. Return keys to the City Office.

Thank you,

City of Waverly