

This agreement is made between the City of Weiser representative, hereinafter referred to as the Vendome Event Center, or WE, and \_\_\_\_\_, hereinafter referred to as the USER, or YOU.

**WITNESSETH:** The Vendome Event Center hereby authorizes the USER to use and occupy the following described facilities and equipment of the Vendome Center.

1. **RENTAL TIME SCHEDULE:** User may occupy and use the above designed facilities and equipment on (event date) \_\_\_\_\_, 20\_\_ for (event purpose) \_\_\_\_\_.
2. **RENTAL TIME POLICY:** Scheduled TOTAL RENTAL time includes decorating, set up, cleanup of facility and kitchen, and removal of alcohol (if applicable). Vendome maintenance will be available for the set up time. Monitors will be available ½ hour before, during, and ½ hour after the event. ALL EVENTS are to cease and be vacated by 12:00am with NO exceptions. You will be charged and additional rental time by the hour and additional \$50.00 monitor fee.
3. **FEE & DEPOSIT POLICY:** USER agrees to pay nonrefundable event 'HOLD' deposit of \$50.00. To qualify for a refund of 'HOLD' deposit, event must be canceled NO LESS THAN 30 DAYS PRIOR TO EVENT. Balance due on rental fee and security deposit must be paid in full (10) ten business days prior to the event or event will be considered canceled without proper notice. The refundable Security Deposit will be refunded to the USER within (7) business days following the use of the facility contingent upon inspection for damage, missing items, accountability, and overall cleanliness. Any discrepancies will be settled prior to any refund or return of Security Deposit. The USER agrees to be responsible for all damage to the facility or equipment.
4. **KITCHEN POLICY:** The kitchen cleanliness is the responsibility of the USER. Any damage, missing kitchen articles, or lack of cleaning by the caterer will be deducted from the USERS Security Deposit. Vendome Maintenance cleaning will be charged to USER at the rate of \$35.00 per hour. Items damaged will be charged at replacement cost. USER is encouraged to talk to Vendome Maintenance regarding the standards necessary to have the Security Deposit returned. Step-by-step instructions are posted in the kitchen.
5. **ALCOHOL POLICY: THIS IS \_\_\_\_\_ OR IS NOT \_\_\_\_\_ AN ALCOHOL CATERED EVENT.**
  1. All alcohol must be catered. All alcohol caterers must be approved by the City of Weiser (208) 414—1965. Approval may take 3 to 4 weeks so please make sure the caterer applies for the permit in time prior to the event. A copy of your permit MUST be provided to the Vendome (48) hours prior to event or it will be considered a non-alcohol event.
  2. **NO alcohol will be served after 11:00pm and all alcohol must be removed from the facility.**
  3. Set up and clean up time for the bar is considered part of your rental time.
6. **INTERNET POLICY:** All parties who require internet service will receive the Wifi password upon payment in full.
7. **EMERGENCY DEFIBRILLATOR:** The Vendome Event Center is equipped with (2) emergency defibrillators; one unit is located in the kitchen near the rear exit door, the other is located near the front door in the hallway. THESE UNITS ARE FOR EMERGENCIES ONLY. If either unit is used for non-emergency purposes, or removed from the building for any reason, you will be charged \$1,000.00 per unit. The \$1,000.00 will be due and payable immediately, if not paid immediately, it will be reported to the Weiser City Police Department.
8. **MAXIMUM OCCUPANCY NUMBERS FOR THE VENDOME EVENT CENTER:** 272 people with tables. 400 without tables.

Event USER/Host:	Signature:
Address:	Phone #:
Vendome Rep:	DON'T FORGET TO GET A COPY OF DRIVERS LICENSE

VENDOME EVENT CENTER  
309 State St, Weiser, ID, 83672  
(208) 414-0301

RENTAL AGREEMENT

Todays Date: \_\_\_\_\_  
Agreement #: \_\_\_\_\_

**RENTAL TIME SCHEDULE:** User may occupy and use the above designated facilities and equipment on (event date) for the purpose of \_\_\_\_\_.

1 <sup>st</sup> day: _____, 20____	Rental time from _____ am/pm to _____ am/pm Fee \$ _____
	Event time from _____ am/pm to _____ am/pm
	Monitor time from _____ am/pm to _____ am/pm Fee \$ _____
2 <sup>nd</sup> day: _____, 20____	Rental time from _____ am/pm to _____ am/pm Fee \$ _____
	Event time from _____ am/pm to _____ am/pm
	Monitor time from _____ am/pm to _____ am/pm Fee \$ _____
3 <sup>rd</sup> day: _____, 20____	Rental time from _____ am/pm to _____ am/pm Fee \$ _____
	Event time from _____ am/pm to _____ am/pm
	Monitor time from _____ am/pm to _____ am/pm Fee \$ _____
4 <sup>th</sup> day: _____, 20____	Rental time from _____ am/pm to _____ am/pm Fee \$ _____
	Event time from _____ am/pm to _____ am/pm
	Monitor time from _____ am/pm to _____ am/pm Fee \$ _____
5 <sup>th</sup> day: _____, 20____	Rental time from _____ am/pm to _____ am/pm Fee \$ _____
	Event time from _____ am/pm to _____ am/pm
	Monitor time from _____ am/pm to _____ am/pm Fee \$ _____

The following fees will be charged for the use of premises and services rendered.

**FULL USE OF KITCHEN:** \$125.00 flat fee \$ \_\_\_\_\_

(non-kitchen use is limited to coffeemakers and icemaker ONLY)

**KITCHEN USE ONLY:** \$75.00/hour with (2) hour minimum for \_\_\_\_\_ hours (Rental) \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**TAX** (6% of Rental fee) Nonprofits exempt PROVIDED we receive proof of nonprofit status. \$ \_\_\_\_\_

**MONITOR FEE:** \$10.00/hour for rental time length- add (1) hour for open and shut down time. \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**SECURITY DEPOSIT:** All events- \$100. Event with food- \$300.00, Event with food & alcohol- \$500.00 \$ \_\_\_\_\_

**HOLD DEPOSIT:** \$50.00 \$ \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

Date: \_\_\_\_\_ Payment Amt \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Payment Amt \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Payment Amt \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Payment Amt \$ \_\_\_\_\_

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**MAINTENANCE AND JANITORIAL:**

1. No duct tape, tacks, nails, or staples are allowed on walls, movable partitions, and surfaces. Do not drill into, disfigure, or deface any part of the building, grounds, fixtures, and equipment.
2. NO FOOD OR BEVERAGE OF ANY KIND ALLOWED IN LOBBY, HALLWAYS, AND RESTROOMS.
3. Basic cleaning is included in your rental rate, however, excessive cleaning or damage to the facility and/or its supplies will result in extra charges which will be deducted from your Security Deposit.
4. Tables need to be wiped off, floor needs to be swept, and any spills on the floor needs to be cleaned and mopped up.

**GENERAL LIABILITY-** The USER will:

1. Be responsible for any damage, theft, or loss of any facility equipment and property of the Vendome Center used by the USER and guests.
2. Be responsible for any damage or loss of any USER or guest property and/or equipment which may occur.
3. Use only the portion of the facility authorized in this Agreement. Prevent all your members, agents, employees, customers, and guests from entering, occupying, or using other portions of the premises and equipment belonging to the Vendome Event Center.

I agree that I have read and will abide by the above terms, rules, procedures, and conditions. I agree to save and hold the Vendome Event Center harmless from any suit or claim for damage or injury sustained on the premises by any person, from any cause whatsoever during the period of use by the USER and if required, to furnish a policy of liability insurance for this purpose at the expense of the USER. It is understood that upon the binding of this Agreement between the USER and the Vendome Event Center, that any violations of these conditions as set forth in this Agreement can result in forfeiture of the event deposit and may result in immediate cancelation or shutting down of the event.

\_\_\_\_\_  
USER Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendome Representative

\_\_\_\_\_  
Date

Event USER/Host:	Signature:
Address:	Phone #:
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**VENDOME RENTAL RATES**

ROOM	SQUARE FEET	HOURS	WEEKDAY RATES	WEEKEND RATES
Room 2	2220 sq ft (100 people seated dinner style around table)	6 Hours	\$125	\$175
		Full Day (7am-12am)	\$225	\$250
Room 1	4320 sq ft (200 people seated dinner style around table)	6 Hours	\$165	\$300
		Full Day (7am-12am)	\$265	\$375
ENTIRE BUILDING Rooms 1,2	9880 sq ft (272 people seated dinner style around tables or 325 without tables)	6 Hours	\$400	\$500
		Full Day (7am-12am)	\$500	\$600
Hourly rate: \$100 weekday and weekend (minimum 2 hours)				

**ROOM RENTAL AMENITIES** include table and chair setup and take down, use of coffee pots, ice machine, refrigerator, freezer, and microwave.

**DEPOSITS**

- Hold Deposit- Hold date \$50  
(will be applied to room rental)

**SECURITY DEPOSITS**

- Meeting Room Only \$100
- Event with Food \$300
- Event with Food & Alcohol \$500

**ADDITIONAL FEES**

- After Midnight (per half hour) \$50
- Full use of Kitchen \$125
- Chair Cleaning Fee (per chair) \$2
- Monitor (per hour) \$10
- Monitor (after Midnight per hour) \$50

Event USER/Host:	Signature:
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### **KITCHEN DUTIES FOR CATERERS AND PRIVATE PARTIES**

All food must be prepared in the presence of a certified food handler or purchased from a grocery store.

We supply products and towels. All dishes must be dried in compliance with Southwest District Health laws.

#### **PLEASE LEAVE THE KITCHEN AS YOU FOUND IT!**

- Clean counters, tabletops, and all rolling carts.
- Wipe out stove, oven, sinks, refrigerators, or freezer used.
- Do not leave any items in refrigerator or freezer.
- **SILVERWARE:** Soak and scrub silverware BEFORE placing in dishwasher.
  - Pre-soak all silverware in pre-soak solution.
  - Run through dishwasher on flat dishwasher trays TWICE.
  - Put in bins and run through final time.
  - Let air dry.
  - Place dry silverware in designated bins. 50 per slot, 200 per tray. Separate salad and dinner forks.
- Scrub lipstick off glasses and coffee cups BEFORE placing in dishwasher.
- Let plastic glasses air dry before stacking and putting away.
- Let wine glasses air dry before stacking and putting them away.
- Wash dishes, air dry, and put away.
- Pots and pans must be pre-scrubbed BEFORE placing in dishwasher with dish soap provided below sinks.
- Pick up mats and sweep and mop under them.
- Clean food and debris off mats before replacing them on floors.
- Sweep kitchen floors.
- Mop kitchen floors.
- Clean out coffee pots and grounds.
- Empty all garbage cans and replace them with new liners.
- **ALL APPLIANCES NEED TO BE TURNED OFF!**

If you have any questions, contact your monitor.

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## WELCOME TO THE VENDOME EVENTS CENTER

WE ARE PROUD OF OUR FACILITY AND ASK YOU TO HELP US BY DOING THE FOLLOWING

### TABLES & CHAIRS

- ✓ Lift and carry all tables to adjust layout. Dragging tables can scratch the floor.
- ✓ Chairs are not designed for standing on. There will be a \$50 charge for broken chairs.
- ✓ Tables must be covered if using glue, glue guns, paint, or products that will mar the top.

### DECORATING

- ✓ Soundboards on the walls can be used for pinning up signs, banners, etc. (No Tape)
- ✓ Hallway bulletin boards can be utilized for signage and decorations. Please use pins.
- ✓ No duct tape, tacks, nails, or staples are allowed on walls, movable partitions, and surfaces.
- ✓ Do not drill into, disfigure, or deface any part of the building, grounds, fixtures, or equipment.
- ✓ Partitions and decorations cannot block the fire alarms.
- ✓ Fire code does not allow for any materials to be hung from the ceiling.

### INTERNET & SOUND SYSTEM

- ✓ Upon full payment, you will receive our WiFi password.
- ✓ The Vendome sound system is expensive and must be operated by a Vendome monitor ONLY.
- ✓ If your band or disc jockey needs 220 power, they will need to bring a generator. The Vendome only has 110 available and this will be strictly enforced.

(Questions – Call Vendome Maintenance at 208-718-0465)

### FOOD & BEVERAGE

- ✓ Food and drinks must be kept out of the hallways.

### CLEAN UP

- ✓ Tables should be wiped off, floors swept, and any spills or excess black marks removed.
- ✓ Please make sure trash has been picked up off the floors, including bathrooms.
- ✓ Empty garbage cans and replace liners. Dumpsters can be found outside the kitchen.

It is your responsibility to make sure all event workers are aware of this list and follow the rules.  
Thank you for your help.

\_\_\_\_\_  
Agreement Party Signature

\_\_\_\_\_  
Date

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Agreement #: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

**VENDOME USER/HOST/RENTER TO FILL OUT THIS PORTION**

USER/HOST/RENTER Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Translator Required?  Yes  No

Translator name: \_\_\_\_\_

Translator Phone #: \_\_\_\_\_

Translator must be 18 years of age or older, be authorized by you as your representative and any agreements made by the translator that are entered into considered binding.

Will you have alcohol at your event?  Yes  No

Will there be more than 150 people?  Yes  No

Will your event be invitation only?  Yes  No  
(ticket sales are considered invitation only events)

Is this event open to the public?  Yes  No

**NO ALCOHOL WILL BE SERVED AFTER 11:00PM. ALCOHOL WILL BE REMOVED FROM THE FACILITY AT THAT TIME. THE VENDOME USER/HOST/RENTER MAY OBTAIN THE REMAINING ALCOHOL FROM THE CATERER ON ANOTHER DAY AND TIME DETERMINED BY USER/HOST/RENTER AND CATERER**

**ALCOHOL CATERER TO FILL OUT THIS PORTION**

Caterer Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Caterer Business Name: \_\_\_\_\_

Signature of Alcohol Caterer: \_\_\_\_\_

Event USER/Host:

Signature:

Address:

Phone #:

Vendome Rep:

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SECURITY DEPOSIT RECEIPT

Agreement #: \_\_\_\_\_

Event Date: \_\_\_\_\_

Name: \_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Cleaning Fee: \_\_\_\_\_ # hrs: \_\_\_\_\_ x \$35.00 \_\_\_\_\_

Damage Fee: \_\_\_\_\_

Missing Items: \_\_\_\_\_

After Midnight rental fee: \_\_\_\_\_

After Midnight monitor fee: \_\_\_\_\_

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Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Sponsor Attending: \_\_\_\_\_

Taxing District: Yes \_\_\_\_\_ No \_\_\_\_\_

501c3: \_\_\_\_\_

Fee's Waived: \_\_\_\_\_

Signature

Date

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