

VENDOME EVENT CENTER
309 State St, Weiser, ID, 83672
(208) 414-0899

LEASE AGREEMENT

Event Date: _____
Agreement #: _____

VENDOME LEASE RATES

ROOM	SQUARE FEET	HOURS	WEEKDAY RATES	WEEKEND RATES
Room 1	2220 sq ft (100 people seated dinner style around table)	6 Hours	\$125	\$175
		Full Day (7am-12am)	\$225	\$250
Room 2	4320 sq ft (200 people seated dinner style around table)	6 Hours	\$165	\$300
		Full Day (7am-12am)	\$265	\$375
ENTIRE BUILDING Room 3	9880 sq ft (272 people seated dinner style around tables or 350 without tables)	6 Hours	\$400	\$500
		Full Day (7am-12am)	\$500	\$600
Hourly rate: \$100 weekday and weekend (minimum 2 hours)				

ROOM LEASE 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 using Kitchen \$300
- Event with Alcohol \$500

ADDITIONAL FEES

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

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

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LEASE TIME SCHEDULE: User may occupy and use the above designated facilities and equipment on (event date) for the purpose of _____.

1 st 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 nd 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 rd 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 th 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 th 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, refrigerator, freezer, microwave, and icemaker ONLY)

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

SUB TOTAL: \$ _____

TAX (6% of Rental fee) \$ _____

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 using kitchen- \$300.00, Event with alcohol- \$500.00 \$ _____

HOLD DEPOSIT: \$50.00 \$ _____

GRAND TOTAL: \$ _____

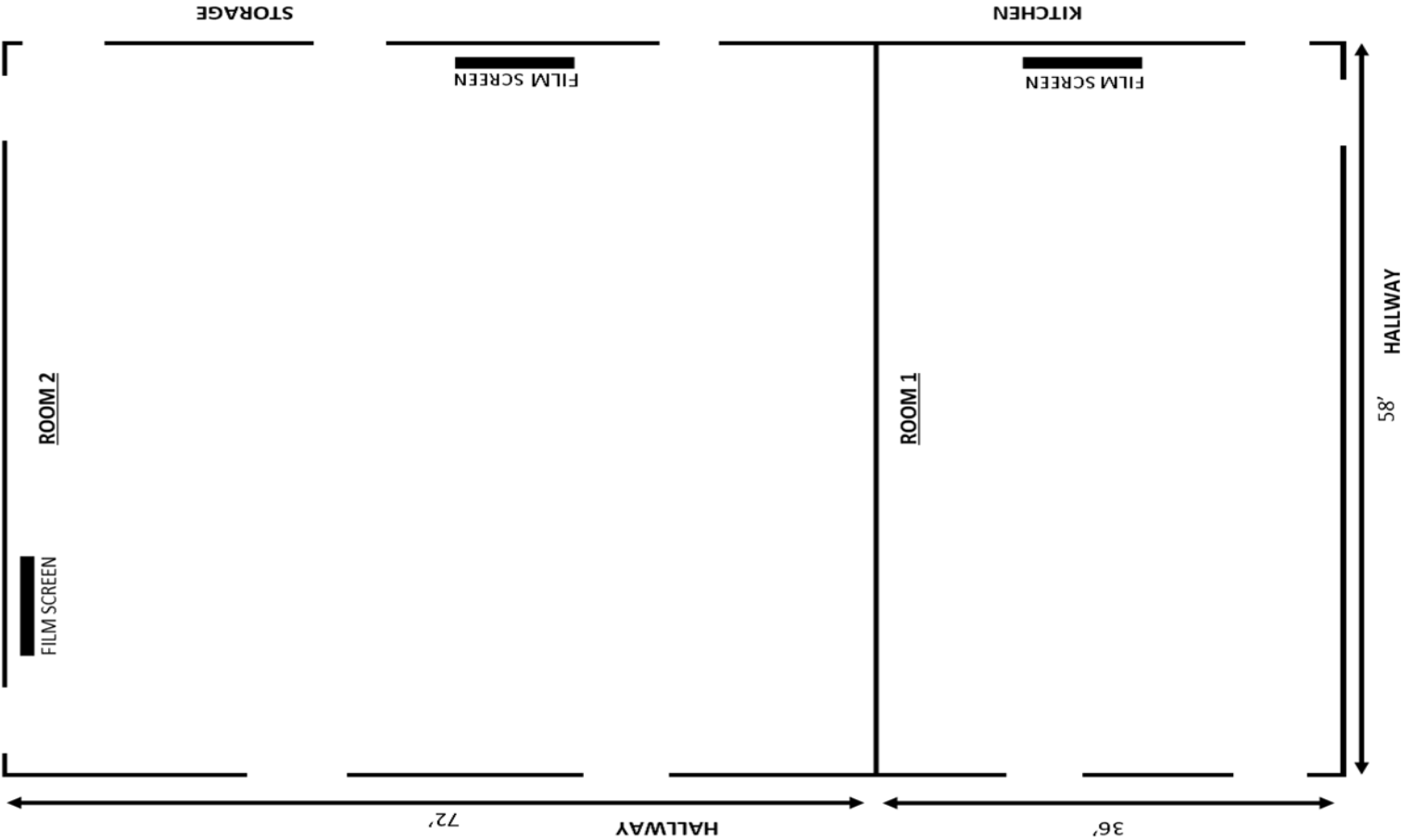
Date: _____ Payment Amt \$ _____
Date: _____ Payment Amt \$ _____
Date: _____ Payment Amt \$ _____

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USER: _____
Phone: _____
Caterer: _____
Caterer Phone: _____
Agreement Start Time: _____ Agreement End Time: _____

Monitor: _____ Monitor Time: _____

ITEMS NEEDED	QUANTITY
Full Kitchen use	
Chairs (400 available)	
Tables- Round (34 avail, 5' diam)	
Tables- Rectangle (40 avail, 30"x8')	
Podium	
Microphone (4 wireless)	
Easel	
White Board/Pen	
Projector	
Extension Cord	
Screen (circle which screen)	
Bar	
Other	

Floor plan must be returned 5 days prior to event. Any changes must be made 48 hours before the event for complimentary set up. If changes are requested less than 48 hours prior to event, the event USER/Host is responsible for set up with Vendome supervision.

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WELCOME TO THE VENDOME EVENT CENTER

This lease agreement is made between the City of Weiser representative, hereinafter referred to as the Vendome Event Center, or "City" and _____, hereinafter referred to as the USER, or YOU.

WITNESSETH: In consideration of the rental fee and deposits made hereunder, The City of Weiser and the Vendome Event Center hereby lease and set over to the USER to use and occupy the following described facilities and equipment of the Vendome Center.

1. **LEASE TIME SCHEDULE:** User may occupy and use the above designed facilities and equipment on (event date) _____, 20__ for (event purpose) _____.
2. **LEASE 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 an additional rental time by the hour and an 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, the 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 items, 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 on time prior to the event. A copy of your permit MUST be provided to the Vendome (48) hours prior to the 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 cleaning up time for the bar is considered part of your rental time.
 4. ALL ALCOHOL MUST STAY IN THE ROOM RESERVED. No exceptions.
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.

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8. **MAXIMUM OCCUPANCY NUMBERS FOR THE VENDOME EVENT CENTER:** 272 people with tables. 350 without tables.

MAINTENANCE AND JANITORIAL:

1. **NO FOOD OR BEVERAGE OF ANY KIND ALLOWED IN LOBBY, HALLWAYS, AND RESTROOMS.**
2. 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.
3. No children allowed running, screaming, or horseplaying in hallways.
4. 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.
5. Tables should be wiped off, floor shall be swept, and any spills on the floor shall be cleaned and mopped up by the lessor.
6. No Glitter.

GENERAL LIABILITY- The USER shall:

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:
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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.
- ✓ No Glitter.

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.
- ✓ Fire code does not allow for any materials to be hung from the ceiling.

FOOD & BEVERAGE

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

CLEAN UP

- ✓ Tables must 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 including bathrooms 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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BUILDING CLEANUP CHECKLIST

Please review and check off all items and return to your building monitor. If there is no monitor available, please place it in the mail slot in the Vendome office door.

Please be courteous and remember that another party may be coming in right behind you, and the building needs to be left as you found it.

CHECKLIST:

- ☐ Wipe off all tables.
- ☐ Sweep floors and remove all debris from floor.
- ☐ Mop where any food or beverage has been spilled.
- ☐ If the following things are used, please be aware they are very difficult to clean up and if the renter does not clean it all up, there will be a cleaning charge.

If Confetti, glitter, feathers, or any other decorations are used, they must all be cleaned up which includes the tables, floors, bathrooms, kitchen, and storage areas and all carpets must be vacuumed to remove all decorations from building.

Water Pearls for vases (if you choose to use them) make sure they are all swept up and do NOT vacuum over them. They will clog the vacuum, and the renter will be charged for repairs.

- ☐ All garbage needs to be removed from the building, including bathrooms. There are large dumpsters out the back door and garbage cans will need new liners.
- ☐ If food and drinks are served, please wipe up any spills.
- ☐ If you have a bar for the event, all water, ice, etc. must be cleaned up and removed from the building. The bar must be cleaned and wiped off and all garbage removed.
- ☐ Clean up all debris from the restroom floors.

All items that are not completed will be charged a cleaning fee of \$35.00 per hour that will be deducted from renters' security deposit.

If you have any questions, contact your monitor.

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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!

CHECKLIST:

- ☐ Clean counters, tabletops, and all rolling carts.
- ☐ Wipe out stove, oven, sinks, refrigerators, and freezer used.
- ☐ Do not leave any items in the refrigerator or freezer.

SILVERWARE: Soak and scrub silverware BEFORE placing it 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 them 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 including bathrooms and replace them with new liners.

ALL APPLIANCES NEED TO BE TURNED OFF!

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Please return a copy to Weiser Police Department.

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: _____

FOOD CATERER

Caterer Name: _____ Contact Phone #: _____
Caterer Business Name: _____
Signature of Food Caterer: _____

ALCOHOL CATERER TO FILL OUT THIS PORTION

Caterer Name: _____ Contact Phone #: _____
Caterer Business Name: _____
Signature of Alcohol Caterer: _____

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

Event USER/Host:	Signature:
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