

**Make your event
BIG...**

The Buffalo Civic Center is a great facility for trade shows, dances, wedding receptions, banquets, fundraisers, or any other event looking for an affordable location with plenty of room.

We will work hard to help you make your event a success!!



Buffalo

CITY OF BUFFALO, MINNESOTA

BUFFALO CIVIC CENTER

Mailing _____ **Physical**
212 Central Ave. 1306 County Rd. 134
Buffalo, MN 55313 Buffalo, MN 55313

Phone: 763-682-4132

E-mail: lee.ryan@ci.buffalo.mn.us

**2021
Facility
Rental
Agreement**

763-682-4132

BUFFALO CIVIC CENTER
RENTAL RATES:

2021 BUFFALO CIVIC CENTER BUILDING RENTAL AGREEMENT

Daily Rental*: \$740.00 _____
 (8 hours)

Staff Fees: \$45.00 / hour _____
 (events over 8 hours per day)

Hourly Rental: \$125.00 _____

Set-Up Fee: \$300.00 _____
 (Tables and Chairs)

Booth Surcharge: \$30.00/booth _____
 (For trade and vendor shows, etc)

Meeting Room: \$20/hr _____

OTHER: _____

SUBTOTAL- _____

X MN Sales Tax (6.875%) + _____

X County Transit Tax (0.5%) + _____

TOTAL RENTAL FEES :\$ _____

**Additional Services Available Upon Request—
 fees based on scope of service.**

* - Daily rental (8 hrs) includes use of main arena floor, kitchen area, and available tables and chairs.

*ASK US IF YOU NEED IDEAS FOR FOOD AND BEVERAGE PROVIDERS!!

(Ordinance requires liquor providers be from a community adjacent to the City of Buffalo. Liquor permits required. Info available)

DATE: _____ **Rental date(s):** _____

1. **PARTIES:** The parties to this Agreement are the City of Buffalo, Minnesota, (hereinafter referred to as the "City"), and _____ (Name of host organization, event, etc.) (Lessee). Name, address and phone number of person to be contacted _____ on behalf _____ of Lessee _____

2. **SUBJECT OF THIS AGREEMENT:** City agrees to allow Lessee to rent main ground floor of Peterson Arena building for _____ days for the amounts listed below. Set-up time prior to the event must be coordinated through the Arena Manager and may charged the hourly rental rate. Event take down will be charged as part of the event, and will be so until all items are cleared from the building. A beer or liquor permit must be applied for 60 days prior to the event date if alcohol is to be served on the premises. For application contact the City Center, 212 Central Avenue, Buffalo, 682-1181. No alcohol is allowed in the parking lot. A liquor license is required if any alcohol is being sold or dispersed. Additional fees for police services by a Buffalo Police officer are then necessary, with a minimum of four hours of service. Times and fees for the Police Officer will be established by the Chief of Police. No alcohol or beer in bottles or containers is permitted by the public. This facility is a Non-Smoking facility, smoking in designated outside areas will be enforced.

Total amount of lease: \$ _____. (Actual fees may vary and be assessed depending on the requested services during the event)**Please remember to include MN Sales Tax (6.875 %) and County Transit Tax (0.5%),

The above hereby agrees to use this facility for said days at said rate and for considerations herein provided. Lessee agrees to use and pay for same in accordance herewith and abide by all rules and regulations of the City of Buffalo governing use of the facility. The City of Buffalo reserves the right to make changes in this agreement. Lessee will use the facility for only the following purpose(s): _____

This rental agreement begins at _____ am/pm on the _____ day of _____, 20__ and ends at _____ am/pm on the _____ day of _____, 20___. Lessee shall have completed all clean up and removal of personal property by the end time and date of this agreement. The Civic Center required events be concluded by 12:00 AM.

3. **SPECIAL DIRECTION TO BUILDING PERSONNEL:** (i.e. number of tables and chairs required, layout, etc.) _____

4. **PAYMENT:** Lessee will pay for said use at the above rate. A damage deposit of \$100.00, payable in the form of a cashier's check, is required to rent the facility. This deposit is refundable assuming that no damage has been done during the period that the Center has been rented. In addition, a deposit of \$100.00 is required to hold the facility, and full amount will be invoiced sixty (60) days before said date of use, with full payment to be made thirty (30) days prior to the event. Failure to pay on the aforesaid date shall entitle the City of Buffalo to suspend and/or terminate, without affecting Lessee's responsibility to pay in accordance with paragraph 2. Lessee's right to continued use of building and parking area pursuant to this Agreement.

5. **ASSUMPTION OF RISKS; PROPER SUPERVISION:** Lessee for itself and for each of its members and other persons who will use the facility under or through Lessee, hereby accepts and assumes all risks of accidents of or damage of or injury to Lessee or to persons using under or through it. Lessee for itself and for all of its members and persons using it under hereby releases and agrees to hold harmless the City, its officers and employees from every claim, liability or demand of any kind for injuries sustained by Lessee or its members or persons using under it. Lessee further agrees to hold harmless the City, its officers and employees from injury claim or damage sustained or alleged to have been using under or through it or its members. Lessee further agrees to provide adequate supervision of all persons using the facility under and through Lessee.

6. **ASSUMPTION OF DAMAGE:** Lessee hereby agrees to assume responsibility of any damage to building or property.

7. **CERTIFICATE OF INSURANCE:** Lessee hereby agrees to furnish a Certificate of Insurance covering this event, Certificate to be on file along with his contract, in the minimum amount of \$1,000,000 naming Lessee as Insured and City as Additional Insured. For any events involving the sale of alcohol, Lessee must also have an endorsement for liquor sales on the certificate of insurance.

Lessee Signature: _____ Print Name: _____

Name of Business or Organization: _____ Address: _____

PHONE: _____ EMAIL: _____