
SILVER LAKE AUDITORIUM EVENT INFORMATION



Silver Lake

Community of Family and History

Auditorium Rental Costs

Upper or Lower Level (Kitchen Included)	\$35/hr 2hr minimum
Lower Level – All Day (Kitchen Included)	\$300
Upper Level – All Day (Kitchen Included)	\$300
Upper Level w/ Bar Open	\$350
Wedding Reception (Includes Rental of Entire Facility)	\$550
Extra Day for Decorating or Setup (Day Before Booked Event)	\$75
Extra Day for Clean Up (Day After Booked Event)	\$75
Custodial Fee for Charity and Non-profit Events	\$50
Hold the Date Deposit	\$100
Damage Deposit	\$100
Security (See page 2 for details)	\$60/hour
Security must be present when alcohol limit for event is exceeded.	
Bartender (See page 2 for details)	\$25/hour
Cost is per bartender. Bartenders must be present when alcohol limit for event is exceeded	



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Events with Open Bar

Events with Bartenders

Free Items for Guest during Event

Customer buys the alcoholic items at the pre-determined price (see page 3) and our bartenders serve it. The cost for each bartender is \$25/hour.

Alcohol must be furnished by the Silver Lake Municipal Liquor Store.

Any unused liquor that was purchased will be credited back on a percentage basis. Any unused beer from a keg or wine will not be credited back due to it being a perishable item.

Cash Bar

If the customer has a cash bar, where guests pay for all of their own drinks, bartenders will be provided at \$25/hour per bartender during the period of time the bar is open. Starting 30 minutes before and 30 minutes after event.

Security

Security must be present and paid for when an event has alcohol available and does not meet criteria below.

Events without Bartenders

Events with alcohol but without security or bartenders must meet these criteria:

1. The total alcohol available cannot exceed 1 keg, 8 cases of beer, 32 bottles of wine, 8 bottles of hard alcohol or any combination of these.
2. Guest limit cannot exceed 100 people

For reference: 1 case of beer = 4 bottles of wine = 1 bottle of liquor

If guest limit or alcohol limit is exceeded, security and bartender(s) must be present

Alcohol must be purchased at the Silver Lake Municipal Liquor Store.

If event without security or bartenders exceeds amount of alcohol described above a penalty of \$75 will be charged.

Note: Last call for drinks is 11:45pm. Serving stops at 12am. The Auditorium must be vacated by all parties by 12:30am.



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Auditorium Beer, Liquor and Other Related Costs

These prices are for costs when beverages are furnished by the renting party.

Sales Tax is not included in the price.

KEGS (1/2 Barrel)

\$225.00 for varieties listed

Mich Light, Bud, Bud Light, Miller Lite, Coors Light, Busch Light

BASE LIQUOR (Liter)

\$65.00/bottle

Bacardi Limon

E&J Brandy

Bacardi Silver

E&J VSOP

Captain Morgan Silver

Gionelli Amaretto

Captain Morgan Spiced

Jose Cuervo

Dekuyper Buttershots

McMasters

Dekuyper Peachtree

Phillips Vodka

Dekuyper Strawberry

Seagrams 7

Dr. McGillicuddy Cherry

UV Blue

Durango Triple Sec

UV Cherry

Gilby's Gin

Windsor

PREMIUM LIQUOR (Liter)

\$75.00/bottle

Fireball

Midori

Jagermeister

Rumchata

Jim Beam

Southern Comfort

Kahlua

Tangeray

Malibu

Titos

ULTRA PREMIUM LIQUOR (Liter)

\$95.00/bottle

Bailey's

Jack Daniels

Crown Royal

Jack Daniels Honey

Crown Royal Apple

Jameson

Disaronno Amaretto

Johnny Walker Red

Grey Goose

Makers Mark

Hennessey

Patron

POP

\$0.50 per guest (\$125 max)

WINE/CHAMPAGNE

Non-Served (Head Table Only)

Liquor Store Off Sale price + \$1.00 per bottle

Served at Bar

Liquor Store Off Sale price + \$7.00 per bottle

WINE/CHAMPAGNE GLASSES (Plastic)

\$15.00 + tax per 25 glasses

Our Insurance requires that we furnish our trained bartenders whenever alcohol is served



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Auditorium Beverage Order Form

NAME: _____

DATE OF EVENT: _____

CONTACT PERSON: _____

PHONE: _____

BEER: # OF KEGS _____

BRAND _____

LIQUOR:

<u>BRAND</u>	<u>AMOUNT</u>	<u>BRAND</u>	<u>AMOUNT</u>
Bacardi Limon		Jameson	
Bacardi Silver		Jim Beam	
Bailey's		Johnny Walker Red	
Captain Morgan Silver		Jose Cuervo	
Captain Morgan Spiced		Kahlua	
Crown Royal		Makers Mark	
Crown Royal Apple		Malibu	
Dekuyper Buttershots		McMasters	
Dekuyper Peachtree		Midori	
Dekuyper Strawberry		Patron	
Disaronno Amaretto		Phillips Vodka	
Dr. McGillicuddy Cherry		Rumchata	
Durango Triple Sec		Seagrams 7	
E&J Brandy		Southern Comfort	
E&J VSOP		Tangeray	
Fireball		Titos	
Gilby's Gin		UV Blue	
Gionelli Amaretto		UV Cherry	
Grey Goose		Windsor	
Hennessey			
Jack Daniels			
Jack Daniels Honey			
Jagermeister			

WINE: *Please let us know if there is a specific brand of wine you would like*

<u>VARIETY</u>	<u>AMOUNT</u>	<u>VARIETY</u>	<u>AMOUNT</u>
Moscato		Chardonnay	
White Zin		Pinot Grigio	
White Merlot			
Cabernet Sauvignon			
Merlot			

CHAMPAGNES: *Please let us know if there is a specific brand of champagne you would like*

<u>BRAND</u>	<u>AMOUNT</u>	<u>BRAND</u>	<u>AMOUNT</u>
Andre Spumante		Yes Way Rose	
Andre Xtra Dry			

FREE POP: YES NO

OTHER MISCELLANEOUS ITEMS REQUESTED:



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Auditorium Policies

1. All garbage is to be taken out after the event and thrown in the dumpster behind city hall
2. No decorating or setting up the downstairs of the auditorium before 1pm Monday – Friday
3. All wedding receptions and social hours are to be upstairs
4. No confetti, glitter, or sand
5. No staples in the woodwork
6. Renters are responsible for any damage to facilities or any missing equipment
7. No auditorium equipment or property is to leave the building
8. All people are to be out of the building by 12:30am
9. Schedule of event forms are to be turned in no later than 30 days prior to the wedding date
10. A separate refundable \$100 damage deposit, due at event registration, will be collected to ensure that these rules are followed and no damage is done to the building and/or property of the auditorium. The damage deposit is forfeited if the event is cancelled or if significant damage occurs
11. All tables and Chairs you move (at your own risk) and must be put back where you found them after the event
12. Any damage to the building or equipment will result in renter paying the cost of repair
13. A \$50 custodial fee for Charity and Non-Profit Events will be charged
14. Final rental payment is due one week before the date of the event
15. Liquor sales are to be made through the Silver Lake Municipal Liquor Store
16. Only our staff is allowed to serve beverages that do not meet the criteria for events
17. You must have security for events where alcohol is served that do not meet the criteria for events
18. Bartenders are \$25/hour each, beginning 30 minutes before the serving is to start and lasts until the end of the event. (Two hour minimum on Sundays)
19. No alcoholic beverages are to be brought into the building by individuals, prior to or during the event
20. All decorations need to be taken down and nothing left behind after the event
21. Final bill will be sent within 30 days of event

Thank you for your cooperation. We hope you find everything to your satisfaction.

Renter Signature: _____

Date: _____

Lessor Signature: _____

Date: _____



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Auditorium Rental Lease

320 Main St W Silver Lake, MN 55381

RENTER INFORMATION – PLEASE PRINT

DATE OF EVENT

EVENT START TIME

EVENT END TIME

RENTER'S NAME

COMPANY OR ORGANIZATION (IF APPLICABLE)

ADDRESS

TELEPHONE NUMBER

CITY, STATE, ZIP CODE

EMAIL ADDRESS

ADDITIONAL CONTACT PERSON(S)

This Rental Lease Agreement is made and effective this (month) _____ (date) _____ of (year) _____, by and between the City of Silver Lake, a Municipal Corporation, hereinafter referred to as "Owner" and the above named Renter. Owner, in consideration of the rents and covenants hereinafter mentioned, do hereby Remise, Lease, and .et unto the Renter, the following described premise, situated in the County of Mcleod and the state of Minnesota via.

Community Building Located in the City of Silver Lake-
Located on Aud. Plat LS Lots 5-6, Sec. 33-177-28, Lot 20 extracts

Renter does hereby expressly waive any and all claims against Owner for or on account of any personal injury sustained, or any loss of any articles by theft or from any cause, from said premises or buildings. To have and to hold, the said premises just as they are, without any liability or obligation on the part of Owner.

The Rental Lease Agreement shall include

Hold Date Deposit \$100 _____
Upper Level w/ Kitchen \$300 _____
Upper Level w/ Bar Open \$350 _____
Extra Day for Cleanup \$75 _____
Damage Deposit \$100 _____

Lower Level w/ Kitchen \$300 _____
Wedding Reception \$550 _____
Extra Decorating/Setup Day \$75 _____
Custodial Fee \$50 _____
Hourly Rental \$35/hr _____

Yielding and paying therefore the rent of _____ Dollars



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Renter will assure all consultants, representatives, participants, contractors and/or other involved parties to the event are made aware of the guidelines and rules set forth in this Rental Lease Agreement. Renter will coordinate all access by Renter's consultants, representatives, participants, and/or contractors AND accept all charges incurred should any require additional access. Renter will not bring alcoholic beverages onto premises for consumption by members of the public, nor will Renter's consultants, representatives, participants, and/or contractors have alcoholic beverages in any public space in or on the property without prior consent of the Owner.

Renter shall pay a minimum Rental Hold Date Deposit in the amount of \$100.00 upon execution of this Rental Lease Agreement which will be applied toward total Rental fees. The balance of Rental is due 14 days prior to rental. Renter shall pay a Damage Deposit in the amount of \$100.00 upon execution of this Rental Lease Agreement.

PREMISES

The Owner hereby rents to the Renter and Renter accepts in its present condition the facilities and/or equipment, as indicated on in this Rental Lease Agreement, at the following address 320 Main St W, Silver Lake, MN 55381.

RENTAL TERM:

The term of this rental shall start and end at the Time(s) and Date(s) shown above.

HOLD-DATE RENTAL DEPOSIT:

All Rentals require a minimum Hold-Date Rental Deposit of \$100.00 at the time of executing this Rental Lease Agreement. This Deposit shall be applied to total Rental Fees. The remainder of Rent will be due 14 business days prior to starting time of the rental. In event Rental is canceled by the Renter, the Hold-Date Deposit shall be refunded as shown below.

Cancelation prior to 90 days – 100% refund.

Cancelation between 31 and 89 days – 50% refund.

Cancelation within 30 days of scheduled rental will forfeit Hold-Date Deposit

DAMAGES OR LOSS

Renter agrees to be responsible for any damage or theft to the premises, its furniture, fixtures, elevator, equipment, or accessories caused by willful or accidental conduct by guests, employees or other agents utilized by the clients. Renter shall indemnify and hold harmless Owner, and its assigns, from and against all claims, suits, damages, liabilities, judgments, actions, including all attorneys' fees to defend such actions, for bodily injury, illness and/or property damage arising from actions and/or omission of client(s) or its attendees, guests, agents, employees, and invitees.

SECURITY DEPOSIT & CUSTODIAL FEE

A custodial fee of \$50 for charities and non-profit events will be used to pay Owner's cleaning staff. Upon execution of this Rental Lease Agreement the Renter shall deposit a separate check in the amount of \$100.00



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to be deposited in Owner's general funds and held by the Owner as a Damage Deposit for the performance by the Renter of the terms of this Rental Lease Agreement. In the event of damage to the venue caused by the Renter or Renter's agents or visitors, the Owner may use all or a portion of the Damage Deposit fund to repair or make good all damages. The Damage Deposit may also be used to pay Owner's Representative should Renter's event exceed allotted time as set forth in this Agreement.

The Renter remains liable for all damages exceeding the amount of the Damage Deposit. The Damage Deposit shall be returned to the Renter within 30 business days from the end of the rental via USPS mail or can be applied to final bill. In event Rental is canceled by the Renter, the full amount of the Damager Deposit shall be refunded to the Renter within thirty (30) business days via USPS mail from date of cancellation.

CONDITION OF PREMISES:

Renter agrees that Renter has examined the premises at the time of Rental and they are in good order, good repair, safe, clean, and rental condition.

DANGEROUS MATERIALS:

Renter shall not have on or around the facility, anything that is dangerous, flammable, explosive or has explosive characteristics that might increase the danger of fire in or around the premises, or that might be considered hazardous. No candles or other open flame devices are permissible under any circumstances. No fog machines are permitted. Smoking is not permitted inside the building or on any fire escape landing, or on any rooftop.

SURRENDER OF PREMISES:

At the expiration of the Rental Agreement. Renter shall quit and surrender the premises in as good state and condition as they were at the commencement of the Rental, reasonable use and wear expected.

GOVERNING LAW

This document serves as the whole of the Rental Lease Agreement and supersedes any and all verbal agreements made in the past, now, or in the future. All changes to this Agreement must be received in writing with acknowledgement from both Parties in order to be valid. It is agreed that this Rental Lease Agreement shall be governed by, construe², and enforced in accordance with the laws of the State of Minnesota, County of McLeod.

It is mutually agreed, that all the covenants, terms, and conditions of this Rental Lease Agreement shall extend, apply to and firmly bind the heirs, executors, administrators and assigns of the respective parties are themselves bound.

In testimony whereof, both parties have hereunto set their hands the day and the year first written above.

City of Silver Lake, A Municipal Corporation, Owner

Date: _____

Renter

Date: _____



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IMPORTANT INFORMATION

Social Host Liability in the State of Minnesota Who or What is a Social Host?

Generally speaking a social host is someone who:

- Hosts a social gathering and provides alcohol to another person as an act of hospitality.
- Provides alcohol to the guest, or otherwise permits or allows alcohol to be consumed on property or premises that the host of the social gathering controls (as in a rental agreement).
- The social host has a responsibility to keep their guests safe and faces possible legal consequences for not doing so.

In the state of Minnesota, it is a crime to allow anyone under the age of 21 to possess or use alcoholic beverages on property or premises that the host of the social gathering controls (as in a rental agreement).

The social host may be held liable for resulting property damage, a personal injury and death pursuant to Minnesota Statute law



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ALCOHOL RELEASE OF LIABILITY FORM

The City of Silver Lake ("City") will not rent the Silver Lake Auditorium unless this legally binding release of liability and assumption of risk agreement is signed.

I, the undersigned acknowledge that serving of alcohol for my event carries potential risks and dangers beyond the control of the City. I also acknowledge that Minnesota has a Social Host Liability law in place. See Minn. Stat§ 340A.90.

I, as the responsible party, assume all liability for myself and all event participants, invitees and other guests from any form of negligence that may arise from the consumption of alcohol by the event participants, invitees and other guests.

I hereby agree to indemnify, defend, release, and hold harmless the City, including its agents and employees from all of my liability, as well as to my invitees and guests for any and all claims, demands, losses or damages, suits, fines, including court costs and attorneys' fees, for any injury, death, or damaged property arising out of the serving of alcohol at my event. I hereby waive all legal rights to pursue any form of legal action against the City.

In signing this release, I acknowledge and represent that I have read the foregoing Alcohol Release of Liability Form, I understand it and I am signing it voluntarily.

NAME OF EVENT: _____

DATE OF EVENT: _____

SIGNATURE OF RESPONSIBLE PARTY (SOCIAL HOST): _____

PRINTED NAME OF RESPONSIBLE PARTY (SOCIAL HOST): _____

DATE OF SIGNING: _____

PHONE: _____

MAILING ADDRESS: _____



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General Rental Information

Maximum Capacity Upstairs

- 990 standing
- 330 w/ Tables & Chairs
- 700 Chairs only

Maximum Capacity Downstairs

- 280 seated

Upstairs Dimensions

86ft x 58ft Floor Space

13ft Ceilings

Downstairs Dimensions

73ft x 42ft Floor Space

Tables – 8 ft tables

- Tables can be moved between levels but need to be returned to their original location when your event is over.

28 tables – Upstairs

26 tables – Downstairs

Ladder

12ft Ladder available and stored on the stage upstairs

Sound System/Microphone Available

Located on Stage Upstairs

Key available when you pick up rental keys



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Credit Card Authorization Form

To pay your rental fee, damage deposit and/or balance on your bill by credit card, please fill out the form

Please Note:

- Credit card transactions are subject to a processing fee
- Damage deposits paid by credit card will be processed as received and refunded after your rental inspection, minus any fees retained for damage/cleaning as outline in the rental application

Credit Card Information

Card Type: ____ Visa ____ Discover ____ AMEX ____ Mastercard ____ Other

Cardholder Name: _____

Card Number: _____

Expiration Date: _____ CVV Code: _____

Billing Zip Code: _____

I, _____, authorize the City of Silver Lake to charge my credit card above for agreed upon purchases. I understand this is a one-time transaction fee and my card information will not be used for future transactions without prior approval.

Customer Signature

Date



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Silver Lake Auditorium

Event Schedule

Event Name: _____ Date: _____

Contact Person: _____ Telephone: _____

_____ **Decorating/Setup** Day/Time: _____

Wedding

Time/Location: _____

_____ **Reception/Event** Time: _____

Bar Open: _____

_____ **Dinner** Time: from _____ to _____

Number at head table: _____

Number of Guests: _____

Name & Number of Caterer: _____

Number of Serving Lines: _____

Upstairs or Downstairs

_____ **Social** Time: _____

_____ **Dance** Time: _____ dance must end by 12:00am

Name of Band or DJ: _____

Keys Picked up by _____ On _____

Keys Returned by _____ On _____

Please return this form 30 days prior to the event



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AUDITORIUM RENTAL CONTACT FORM

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

EMAIL: _____

PHONE: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

ADDITIONAL INFO: _____

Office Use Only

HOLD THE DATE DEPOSIT RECEIVED BY: _____ CHECK #: _____ DATE RECEIVED: _____

DAMAGE DEPOSIT RECEIVED BY: _____ CHECK #: _____ DATE RECEIVED: _____

CUSTODIAL FEE RECEIVED BY: _____ CHECK #: _____ DATE RECEIVED: _____

FINAL PAYMENT RECEIVED BY: _____ CHECK #: _____ DATE RECEIVED: _____

REFUND ISSUED BY (IF APPLICABLE): _____ CHECK #: _____ DATE RECEIVED: _____