



# Rental Request Form

## PRIMARY CONTACT and/or ORGANIZATION

Rental is being sponsored by:  Individual  Business / Organization

Today's Date: \_\_\_\_\_

<b>*Contact Name:</b>		First	Last	DOB	/	/
					M	D Y
<b>Company / Organization:</b> (If Applicable) _____						
<b>**Address:</b>						
Street _____						
		City	State	Zip Code		
<b>Phone</b>						
Cell:		Home:		Work:		
<b>E-Mail:</b> _____						

\* Contact person must be the responsible party for the event and must be present on the day of the rental.

\*\* FOR EVENTS SPONSORED BY INDIVIDUALS: Please provide your home address on the space above.

Is your organization a registered 501c3, non-profit?  Yes  No Tax-Exempt?  Yes  No

## RENTAL INFORMATION:

Date Requested: \_\_\_\_\_ Type of event / nature of rental: \_\_\_\_\_

Time Requested: Arrival/Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

PLEASE NOTE: 1) Set-up and clean-up time must be included in rental time  
2) All rentals must be held within building operating hours; rentals outside building hours will incur additional staff charges.

Anticipated # of People Attending: \_\_\_\_\_

Room / Area being requested: (room rates listed on back)

<input type="checkbox"/> Community Room 1	<input type="checkbox"/> Community Room 2	<input type="checkbox"/> Community Room 3	<input type="checkbox"/> East Arena (ice only)
<input type="checkbox"/> National Guard Room B	<input type="checkbox"/> National Guard Room C	<input type="checkbox"/> National Guard Gym	<input type="checkbox"/> West Arena / Turf
<input type="checkbox"/> Poolside Room	<input type="checkbox"/> Brightside Room	<input type="checkbox"/> Athletic <input type="checkbox"/> Event	<input type="checkbox"/> Ice <input type="checkbox"/> Turf

Special room layout requested:  Yes  No

(must notify Rental Coordinator 2 weeks prior to rental)

<input type="checkbox"/> Classroom Style Tables w/chairs only on one side	<input type="checkbox"/> Theater Style Only chairs	<input type="checkbox"/> Banquet Style Tables with chairs on both sides
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Additional Rental Accessories: (may be additional charges, see reverse side for pricing)

<input type="checkbox"/> AV System (Comm. Room 1, 2 or 3 only)	<input type="checkbox"/> Screen & Projector	<input type="checkbox"/> Podium	<input type="checkbox"/> Kitchen (Comm. Room 2)
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### Food Service:

Renter providing food at event?  Yes  No (If rental is for 100 people or more, a licensed caterer is required)

Renters Caterer (if over 100 people) \_\_\_\_\_

- All food and beverages for rentals of 100 or more attendees must be served by a licensed and insured provider.
- A copy of the license / insurance must be provided to the Rental Coordinator two weeks prior to the event.
- Alcohol **can only be served in the National Guard Gym**. Security is required and an additional fee of \$75 / hour will be charged for city assigned off duty police officer to provide security.

Caterer license / insurance received:  Yes  No

Additional Information: \_\_\_\_\_

## Rental Fees: (fee list on reverse side)

- **Payment in full as well as a signed "User Agreement" are required (at minimum) two (2) weeks prior to the rental date to secure reservation.**
- Cancellation requests received 7 days or more before rental date will be eligible for a refund minus a 15% administrative fee. No refunds will be issued for cancellations under 7 days.

Payment Information: (On Back Side) **MUST BE RECEIVED (at minimum) TWO WEEKS PRIOR TO EVENT**

Submit completed form to [avandehoef@ighmn.gov](mailto:avandehoef@ighmn.gov)



# VETERANS MEMORIAL COMMUNITY CENTER

## Pricing and Capacity Information

### VMCC and National Guard Rooms

Hourly rates do not include tax

Room	Room Features	Resident Rate	Non-Resident Rate	Square Feet	Capacity
<b>Community Room 1</b>	Sink, counter, Wi-Fi, link to Comm. Rm. 2, In-room intergrated AV	\$48 / hour \$55 / hour w/AV	\$58 / hour \$65 / hour w/AV	1,296	70 - Banquet 80 - Theater
<b>Community Room 2</b>	Wi-Fi, link to Comm. Rm. 1, In-room intergrated AV	\$48 / hour \$55 / hour w/AV	\$58 / hour \$65 / hour w/AV	1,000	48 - Banquet Theater - NA
<b>Community Rooms 1 &amp; 2 (one room)</b>	Wi-Fi, In-room intergrated AV	\$78 / hour \$85 / hour w/AV	\$88 / hour \$95 / hour w/AV	2,296	120 - Banquet Theater - NA
<b>Community Room 3</b>	Large open / square space, In-room intergrated AV	\$48 / hour \$55 / hour w/AV	\$58 / hour \$65 / hour w/AV	1,804	90 - Banquet 100 - Theater
<b>National Guard Rooms: B &amp; C</b>	White board, white screen; divider to split the room	\$37 / hour	\$47 / hour	1,000	36 - Classroom 50 - Theater
<b>Brightside Room</b>	Activity room; rubber matting floor	\$42 / hour	\$52 / hour	1,640	Seating for 80
<b>Legion Room</b>	Small meeting room, WiFi	\$25 / hour	\$35 / hour	360	Seating for 16

### National Guard Gymnasium: Capacity of 300 Banquet Style (8,400 square feet)

Hourly rates do not include tax

Rate Level	Rate Includes	Resident Rate	Non-Resident Rate
Athletic	Gym usage	\$70 / hour	\$80 / hour
Non-Athletic Hourly (until 8 p.m.)	Gym usage, tables/chairs set-up and take-down	\$90 / hour	\$100 / hour
Wedding Package (8 a.m.-midnight)	Tables/chairs set-up and take-down, attendant	\$900 (flat fee)	\$1300 (flat fee)

- Users with less than 100 attendees may provide their own food and beverage.
- All events with over 100 attendees are required to use a licensed caterer.
- Alcohol **can** be served in the National Guard Gym. Security is required and an additional fee of \$75 / hour will be charged for city assigned off duty police officer to provide security.
- A \$500 deposit is required for wedding package and and events

### 2023 Rental Fees through Dec. 31, 2023 (fees do not include tax)

Facility / Amenity	Resident Rate	Non-Resident Rate
Turf - West Arena	\$90 / hour	\$100 / hour
Fitness Studio	\$55 / hour	\$60 / hour
Poolside Lobby Room	\$48 / hour	\$58 / hour
Cycle Room / TRX Room	\$40 / hour	\$50 / hour
Screen / Projector (portable)	\$15 flat fee	
TV & DVD (portable w/HDMI port)	\$25 / flat fee	
Community Room 2 Kitchen	\$25 flat fee	

\* available in Brightside Room, NG rooms & Poolside Room  
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### Ice Rates: Oct. 1, 2022 - March 14, 2024

(Winter) <b>October 1, 2022 - March 12, 2023</b>					
Prime	MON - FRI	3 - 9:59 p.m.	SAT - SUN	7 a.m. - 8:59 p.m.	\$220 / hour
Non-Prime	MON - FRI	Before 3 p.m. and After 10 p.m.	SAT - SUN	Before 7 a.m. and After 9 p.m.	\$150 / hour
(Summer) <b>March 13 - September 30, 2023</b>					
Prime	MON - FRI	5 - 8:59 p.m.	SAT - SUN	9 a.m. - 7:59 p.m.	\$160 / hour
Non-Prime	MON - FRI	Before 5 p.m. and After 9 p.m.	SAT - SUN	Before 9 a.m. and After 8 p.m.	\$145 / hour
(Winter) <b>October 1, 2023 - March 12, 2024</b>					
Prime	MON - FRI	3 - 9:59 p.m.	SAT - SUN	7 a.m. - 8:59 p.m.	\$225 / hour
Non-Prime	MON - FRI	Before 3 p.m. and After 10 p.m.	SAT - SUN	Before 7 a.m. and After 9 p.m.	\$155 / hour

### Payment Information

Office Use Only

Payment Amount Received: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Payment type:  Credit Card  Cash  Check (# \_\_\_\_\_)

Credit Card Info: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express

CC# \_\_\_\_\_ Exp. Date \_\_\_\_\_ - \_\_\_\_\_ Security Code: \_\_\_\_\_