

**VENDOME EVENT CENTER**

Weiser Chamber of Commerce  
309 State St., Weiser, ID 83672  
208.414.0452 fax 414.0451

**FACILITY USE CONTRACT (SINGLE DAY)**

TODAY'S DATE \_\_\_\_\_  
CONTRACT # \_\_\_\_\_ -- \_\_\_\_\_

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

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

INITIAL/DATE 1. **RENTAL TIME SCHEDULE:** User may occupy and use the above designated facilities and equipment on (event date) \_\_\_\_\_, 20\_\_\_\_ for (event purpose) \_\_\_\_\_.

INITIAL/DATE 2. **RENTAL TIME POLICY:** Scheduled TOTAL RENTAL time includes decorating, set up, clean up of facility and kitchen, and removal of alcohol if applicable. Vendome Maintenance will be available for the set up time. Monitors will be available 1/2 hour before, during, and 1/2 hour after the event. All events are to cease and be vacated by 12:00 am with no exceptions. You may be charged for additional rental time by the hour (see rate sheet).

INITIAL/DATE 3. **FEE & DEPOSIT POLICY:** Balance due on rental fees must be paid ten business days prior to the event or event will be considered canceled without proper notice. *User agrees to pay a nonrefundable event 'HOLD' deposit equal to 25% of total rental fees with a minimum of \$50.00.* This will be applied to total fee. To qualify for a refund of 'HOLD' deposit, event must be canceled NO LESS THAN 30 DAYS PRIOR TO EVENT. The refundable Security Deposit will be refunded to User within 7 business days following the use of the facility contingent upon inspection for damage, 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 any and all damage to the facility or equipment.

INITIAL/DATE 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 User's security deposit. Vendome Maintenance cleaning will be charged to User at a 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 deposit returned. Step by step instructions are posted in the kitchen.

INITIAL/DATE 5. **ALCOHOL POLICY:**  
1. All alcohol must be catered. Vendome approved alcohol caterers are the Weiser Elks (549-9922), The Copper Lounge (414-0411), and Rolling Hills Golf Course (549-0456). Any other alcohol caterers must be approved by the City of Weiser (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 Vendome 48 hours prior to event or it will be considered a non-alcohol event.  
2. **User is required to contact and pay additional fees to the City of Weiser Police Department for security personnel if serving alcohol on premises. It is important that you contact the Police Department immediately to arrange for security personnel.**  
3. No alcohol will be served after 11:00 pm and the alcohol must be removed from the facility.  
4. Set up and clean up time for the bar is considered part of your rental time.

**THIS IS \_\_\_\_\_ OR IS NOT \_\_\_\_\_ AN ALCOHOL CATERED EVENT.**

INITIAL/DATE 6. **INTERNET POLICY:** All parties who will require internet service will need to contact MTE to set up the service. The building is wired, but the service must be set up with MTE. The phone number for MTE Communications is 414-3000. It is strongly suggested that you contact MTE a week to 10 days ahead of the scheduled event.

INITIAL/DATE 7. **EMERGENCY DEFIBRILLATOR:** The Vendome Event Center is equipped with an emergency defibrillator, the unit is located in the kitchen near the exit door. This unit is here for emergencies only. If the unit is used for non-emergency purposes, or removed from the building for any reason, you will be charged \$1000.00 for the unit. The \$1000.00 will be due and payable immediately, if it is not paid immediately it will be reported to the Weiser City Police Department.

INITIAL/DATE 8. **MAXIMUM OCCUPANCY NUMBERS FOR THE VENDOME EVENT CENTER:**

EVENT HOST:	SIGNATURE:
ADDRESS:	PHONE #:
VENDOME REP:	DON'T FORGET TO GET COPY OF DRIVER'S LICENSE!

**VENDOME EVENT CENTER**

Weiser Chamber of Commerce  
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**FACILITY USE CONTRACT (MULTI DAY)**

TODAY'S DATE \_\_\_\_\_  
 CONTRACT # \_\_\_\_\_ -- \_\_\_\_\_

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

1st day: \_\_\_\_\_, 20\_\_\_\_ Rental time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. Fee \$ \_\_\_\_\_  
 Event time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

2nd day: \_\_\_\_\_, 20\_\_\_\_ Rental time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. Fee \$ \_\_\_\_\_  
 Event time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

3rd day: \_\_\_\_\_, 20\_\_\_\_ Rental time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. Fee \$ \_\_\_\_\_  
 Event time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

4th day: \_\_\_\_\_, 20\_\_\_\_ Rental time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. Fee \$ \_\_\_\_\_  
 Event time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

5th day: \_\_\_\_\_, 20\_\_\_\_ Rental time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. Fee \$ \_\_\_\_\_  
 Event time from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

**FEES:** The following fees will be charged for the use of premises and services rendered:

DANCE FEE (\$100 flat fee) \$ \_\_\_\_\_

FULL USE OF KITCHEN (\$125 flat fee) (non-kitchen use is limited to coffeemakers and icemaker ONLY) \$ \_\_\_\_\_

KITCHEN USE ONLY (\$75/hour with two hour minimum) for \_\_\_\_\_ hours) \$ \_\_\_\_\_

MONITOR FEE (\$10.00 per monitor for event time length plus add'l hour for open up and shut down time)  
 \$#1 \_\_\_\_\_ #2 \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

TAX (6% of rental fees) Nonprofits exempt PROVIDED we receive proof of nonprofit status. \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

SECURITY DEPOSIT FEE: (Minimums: All events \$100, Event with food \$300, Food & Alcohol, \$500) \$ \_\_\_\_\_

If rental fee is higher than minimums, security deposit will be equivalent of rental fee.

**HOLD' fee is nonrefundable and will be deposited within 24 hours. For refund, see Fee & Deposit Policy, above.**

GRAND TOTAL \$ \_\_\_\_\_

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

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

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

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

*In Witness whereof, we have executed this Facility Use Agreement the date and year first written:*

EVENT HOST:	SIGNATURE:
ADDRESS:	PHONE #:
VENDOME REP:	DON'T FORGET TO GET COPY OF DRIVER'S LICENSE!

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**LIABILITY AGREEMENT AND POLICY PROCEDURES**

TODAY'S DATE \_\_\_\_\_  
CONTRACT # \_\_\_\_\_ -- \_\_\_\_\_

YOU/YOURS/USER refers to the person signing the contract and/or the entity the signer represents. WE/OUR refers to the Vendome Event Center, its employees, management, volunteers, and representatives. GUEST(S) refers to any person(s) attending your event.

The User hereby agrees to abide by the following rules and procedures:

INITIAL/DATE

**ALCOHOL POLICY:**

1. All alcohol must be catered. Vendome approved alcohol caterers are the Weiser Elks (549-9922), The Copper Lounge (414-0411), and Rolling Hills Golf Course (549-0456). Any other alcohol caterers must be approved by the City of Weiser (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 Vendome 48 hours prior to event or it will be considered a non-alcohol event.
2. **User is required to contact and pay additional fees to the City of Weiser Police Department for security personnel if serving alcohol on premises. It is important that you contact the Police Department immediately to arrange for security personnel.**
3. No alcohol will be served after 11:00 pm and the alcohol must be removed from the facility.
4. Set up and clean up time for the bar is considered part of your rental time.

**THIS IS \_\_\_\_\_ OR IS NOT \_\_\_\_\_ AN ALCOHOL CATERED EVENT.**

INITIAL/DATE

**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 User's security deposit. Vendome Maintenance cleaning will be charged to User at a 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 deposit returned. Step by step instructions are posted in the kitchen.

INITIAL/DATE

**MAINTENANCE AND JANITORIAL:**

1. No duct tape, tacks, nails, or staples are allowed on walls, moveable partitions, and surfaces. Do not drill into, disfigure, or deface any part of the building, grounds, fixtures, and equipment.
2. No food or beverages of any kind allowed in the lobby, hallway, or 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 should be wiped off, floor should be swept and any spills on the floor should be cleaned 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.
1. Be responsible for any damage or loss of any "User" or "Guest" property and/or equipment which may occur.
2. 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 violation of the conditions as set forth in this Agreement can result in forfeiture of the Event Deposit and may result in the immediate cancellation or shutting down of the event.*

\_\_\_\_\_  
User Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# VENDOME EVENT CENTER RENTAL WORKSHEET

Weiser Chamber of Commerce  
 309 State St., Weiser, ID 83672  
 208.414.0452 fax 414.0451

TODAY'S DATE \_\_\_\_\_  
 CONTRACT # \_\_\_\_\_ --

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

Phone: \_\_\_\_\_ Contract Start Time: \_\_\_\_\_

Caterer: \_\_\_\_\_ Contract End Time: \_\_\_\_\_

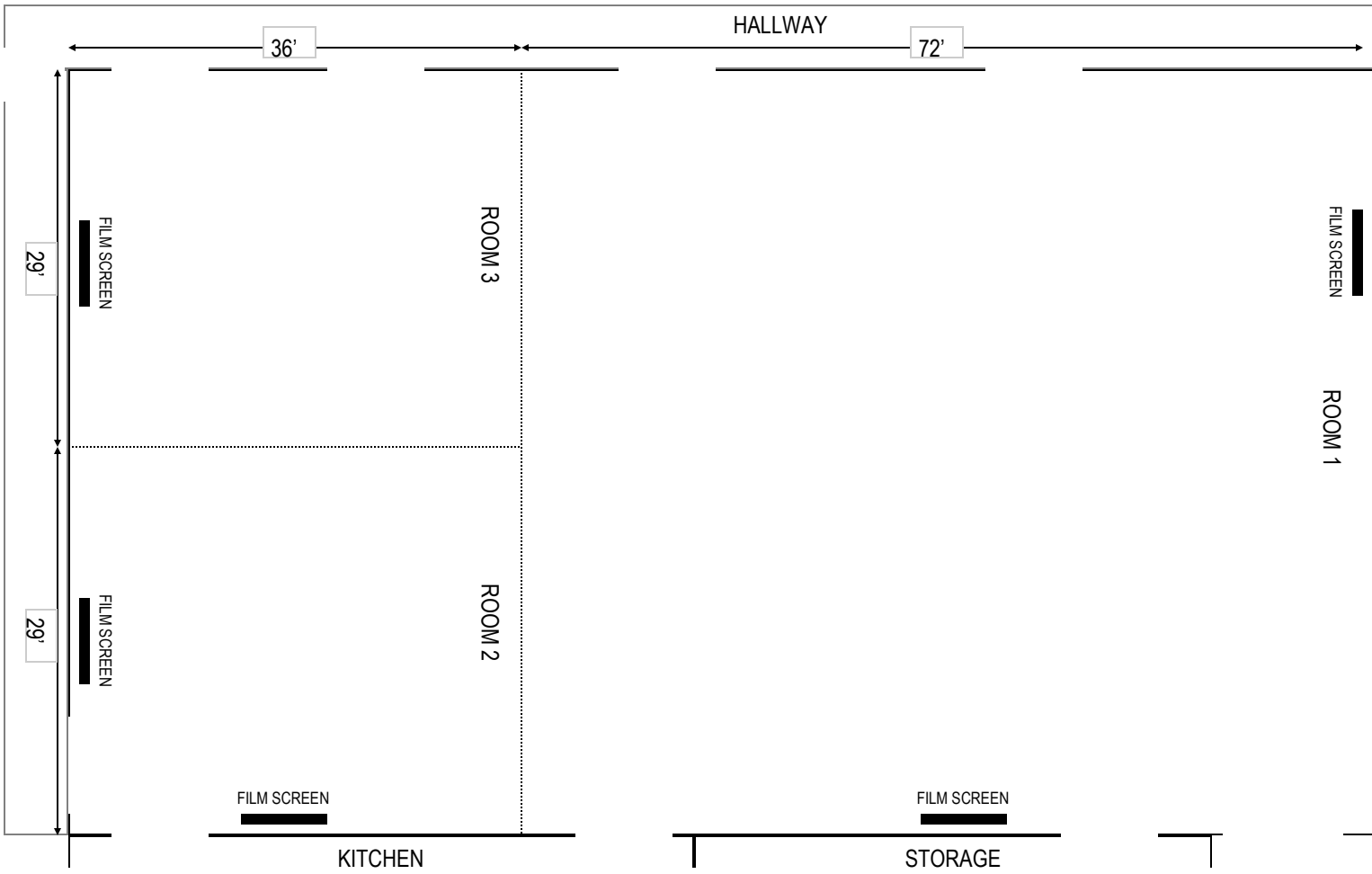
Caterer Phone: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Monitor: \_\_\_\_\_ Event End Time: \_\_\_\_\_

ITEMS NEEDED	QUANTITY
Limited Kitchen Use	
Full Kitchen Use	
Chairs (500 available)	
Tables (Round - 34 avail., 5' diam.)	
Tables (Rectangle - 40 avail., 30" x 8')	
Podium	
Microphone	
Easel	
White Board/Pen	
TV/DVD/VCR	
Extension Cord	
Screen (which wall?)	
High Chairs (2 available)	
Other	

**Floor plan must be returned 5 days prior to event. Any changes must be made 48 hours before event for complimentary set-up.**

If changes are requested less than 48 hours prior to event, the event host is responsible for set-up with Vendome supervision.



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**RENTAL RATES AND FEES**

TODAY'S DATE \_\_\_\_\_  
 CONTRACT # \_\_\_\_\_ -- \_\_\_\_\_

**VENDOME RENTAL RATES**

ROOM	SQUARE FEET	HOURS	8am - 5pm Weekday Rates	After 5pm Weekend Holiday Rates
Room 2 OR 3	1110 sq. ft. (40 people)	2 Hours	\$25.00	\$45.00
	(seated dinner style	4 Hours	\$40.00	\$75.00
	around tables)	6 Hours	\$60.00	\$105.00
		8 Hours	\$75.00	\$135.00
Room 2 AND 3	2220 sq. ft. (100 people)	2 Hours	\$40.00	\$60.00
	(seated dinner style	4 Hours	\$65.00	\$100.00
	around tables)	6 Hours	\$95.00	\$135.00
		8 Hours	\$125.00	\$175.00
Room 1	4320 sq. ft. (200 people)	2 Hours	\$50.00	\$65.00
	(seated dinner style	4 Hours	\$100.00	\$125.00
	around tables)	6 Hours	\$125.00	\$185.00
		8 Hours	\$150.00	\$250.00
Entire Building	9880 sq. ft. (272 people)	4 Hours	\$150.00	\$200.00
Rooms 1,2,3, Lobby	(seated dinner style	8 Hours	\$250.00	\$300.00
Min. 4 Hour Rental	around tables)	10 Hours	\$300.00	\$350.00
	400 w/no tables	12 Hours	\$350.00	\$400.00

**ADDITIONAL FEES:**

After Midnight (per half hour) \$50  
 Full use of kitchen \$125  
 (Coffeemakers and ice machine  
 ONLY without full kitchen fee pd)  
 Dance Fee \$100  
 Chair Cleaning Fee (per chair) \$2  
 (if soiling or spills occur)  
 Monitor (per hour) \$10  
 If you rent for 4 hours, you will  
 need a monitor for 5 (includes  
 open up and shut down  
 procedures).

**Any event utilizing Room 1 or  
 whole building will need 2 monitors.**

**DEPOSITS:**

'Hold' fee \$50  
**(or 25% of room rental fee,  
 whichever is greater)**  
 Meeting Room Only \$100  
 (minimum)  
 Event With Food \$300  
 (minimum)  
 Event with Food and Bar \$500  
 (minimum)

**If rental fee is higher than minimums  
 listed above, security deposit will be  
 equal to room rental fee.**

**OTHER:**

- We will mop, and put away chairs and tables after event.
- Security fees, insurance, and permits (if needed) will be at User's expense.
- Multi-day rate: 50% off whichever day has the least hours rented. Example: Rent 6 hours one day, 4 hours next day and you get 50% off 4 hour day. Rent for 6 hours one day, 10 hours the next, and 12 hours on day three - you get 50% off of 6 hour day. Minimum 4 hours per day.

**ALL SECURITY IS ARRANGED  
 THROUGH THE WEISER CHIEF  
 OF POLICE AND ALL CHARGES  
 ARE SEPARATE FROM  
 VENDOME CHARGES.**

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**KITCHEN RESPONSIBILITIES**

TODAY'S DATE \_\_\_\_\_  
CONTRACT # \_\_\_\_\_ -- \_\_\_\_\_

**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 cleaning products and towels. All dishes must be air dried in compliance with Southwest District Health laws.

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

**If you have any questions, call Vendome Maintenance at 208-718-0465.**

- Clean counters, table tops, and rolling carts.
- Wipe out stove, oven, sinks, refrigerator, and freezer.
- Do not leave any items in refrigerator or freezer.
- 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 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.
- Sweep kitchen floors.
- Pick up mats and sweep and mop under them.
- Mop kitchen floors.
- Clean food and debris off of mats before replacing them on floor.
- Clean out coffee pots.
- Empty all garbage cans and replace with new liners.
- ALL APPLIANCES NEED TO BE TURNED OFF.

**If you have any questions, call Vendome Maintenance at 208-718-0465.**

# WELCOME TO THE VENDOME EVENT CENTER

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

- No duct tape, tacks, nails, or staples are allowed on walls, moveable partitions, and surfaces. Do not drill into, disfigure, or deface any part of the building, grounds, fixtures, and equipment
- Absolutely no food or drink in the carpeted areas of the Vendome. Use the kitchen entrance to bring food in.
- Boards on the walls can be used for pinning up signs, banners, and other items. Please - no tape.
- Dividing walls are not for display purposes.
- Do not drag tables. Lift and carry to move.
- Chairs are for sitting only. Ladders and a step stool are available for use. There will be a \$50 charge for a chair that was broken by standing on it.
- Tables must be covered if using glue, glue guns, paint, or any product that will mar the table top.
- If you need wireless access for your computer, notify the Chamber and make arrangements with MTE Communications at 414-3000. There will be a fee for this.
- Tables should be wiped off, floors swept and any spills or excess black marks should be removed.
- Please make sure any and all trash is picked up off of the floors (including bathrooms) There may be events that are immediately following yours or running concurrently, please be considerate of others.
- ***IF YOUR BAND OR DISC JOCKEY NEEDS 220 POWER, THEY MUST BRING THEIR OWN GENERATOR. THE VENDOME HAS 110 ONLY AVAILABLE.***

If you have any questions, please contact Andrew (Vendome Maintenance) at 208-718-0465. Rules will be enforced.

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

---

User

Date

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**SECURITY EVALUATION FORM**

TODAY'S DATE \_\_\_\_\_  
CONTRACT # \_\_\_\_\_ -- \_\_\_\_\_

EVENT DATE: \_\_\_\_\_  
EVENT DESCRIPTION: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

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

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 are 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 event open to the public?  Yes  No

Alcohol will be served starting at what time \_\_\_\_\_

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

**ALCOHOL CATERER TO FILL OUT THIS PORTION:**

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

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

Contact Phone: \_\_\_\_\_ Signature of Alcohol Caterer: \_\_\_\_\_

**WEISER POLICE DEPARTMENT TO FILL OUT THIS PORTION:**

Does this event need a permit from the Police Department?  Yes  No

What permits, if any, are needed: \_\_\_\_\_

Has the event holder paid all permit fees?  Yes  No

Any special concerns or requests by the Police Dept. that need to be addressed prior to event?  Yes  No

Authorized Signature: \_\_\_\_\_

**User/Renter: All security recommendations made by Police Dept. are final and binding. Failure to comply may result in cancellation of event, security deposit forfeiture, or both.**