

# L.C.'s Venue Rental Agreement for Weddings

on behalf of Valerian Venture's, L.L.C

This contract for the rental of L.C.'s Venue (Valerian Venture's L.L.C) is made \_\_\_\_\_ (mm/dd/year).  
by and between Valerian Ventures, L.L.C hereinafter referred to as the 'Owner' and \_\_\_\_\_  
hereinafter referred to as 'Renter.' Whereas, the Renter desires to temporarily rent, occupy and make use of the Owner's venue located  
at 316 Broadway Ave South, Rochester, MN 55904 and known as L.C.'s Venue, and; Whereas, the Owner agrees to such rental,  
occupation, and use in consideration of certain payments and covenants herein enumerated; now, therefore, the parties agree to the  
following terms and conditions:

1. Renter shall have access to and use of the venue;
  - a. For the purposes of hosting Renter's: \_\_\_\_\_ (event description).  
Renter's guests will be present from \_\_\_\_\_ to \_\_\_\_\_ (time) on \_\_\_\_\_ (mm/dd/years).  
Renter shall have access for set up and/or tear down from \_\_\_\_\_ to \_\_\_\_\_ (fees apply).  
*\*Any additional time requested or taken prior to or after event will be billed with final invoice.*
2. The full fee (excluding tax) for the use of the venue described in (1) above shall be \$\_\_\_\_\_.
3. Renter shall pay to Owner a deposit of 50% the total amount upon signing this Agreement as down payment to secure use of premises on (mm/dd/year); \_\_\_\_\_ (excluding taxes).
4. Renter shall pay to Owner the remainder for the room rental fee by noon, 90 days prior to scheduled event on (mm/dd/year); \_\_\_\_\_ (excluding taxes).
5. Sales tax for venue rental and bar items are for Federal tax, State Tax, County Tax and DMC Tax- 10%.
6. Checks are the preferred method of payment for services. A \$35 fee will be assessed for any returned checks. Cash is also acceptable. If a credit/debit card is used, a 4% fee will be added to the total invoiced cost.
7. Renter shall be billed a 20% service charge on total catering bill for event (excludes entertainment, venue rentals).
8. Renter shall be billed a 20% gratuity for bar items sold during ticketed bar or open bar, this does not apply to cash bar.
9. Renter shall be billed a 20% service charge on total ala cart purchases through venue.
10. Renter shall be billed \$150 for any unplanned disposal and \$250 for any bodily fluid clean up by event staff.
11. Renter shall pay final expenses by noon 7 days after invoiced, a \$20 late fee per day apply at noon following 7<sup>th</sup> day.
12. A final invoice will be E-mailed within 3 business days for ala cart items, bar items and charges outlined in 7-11 above.
13. Renter acknowledges any event will be strictly limited to 158 persons or fewer.
14. Owner desires to make every event a special and welcome experience. Every effort will be made to allow Renter to prepare decorations reflecting their creative intent. The Owner requires Renter to fully remove any furnishing or decorations, not purchased through LC's packages, upon completion of the event and any other items not present in venue when Renter acquired control.
15. No nails, screws, staples or penetrating items, 3M tape/hooks are to be used on walls or other surfaces. Glitter will not be permitted on site. Use of candles and sparklers are permitted.
16. Owner will provide trained security personnel for the duration of the event, whenever there is alcohol served.
17. Food catering and beverage service will be provided by one of our preferred caterers, who are fully licensed and bonded and in complete compliance with state law, county and local ordinances.
18. All beverages (alcoholic and/or non-alcoholic) must be purchased through L.C.'s bartender (this includes gifts to guests), unless otherwise authorized. Bar hours of service are in accordance with state laws. L.C.'s Venue allows only its employees to dispense beverages and requires that proper identification (photo ID) of any person of beverage service to any person who, on our judgement, appears intoxicated. Bartender also reserves the right to decline alcohol service to any individual for any reason and to cease alcohol service for any function. All alcohol is Non-refundable and will be taxed 10%.
  - a. In the event outside alcohol is brought on premise, the bartender reserves the right to charge a fee at their discretion. Please ensure that your guests are in compliance to avoid this fee.
19. Owner has full authority to reduction in noise or to end any disturbance. Owner seeks to allow neighbors quiet enjoyment of their property and will not allow any noise producing devices or excessively loud music on the premises. Renter acknowledges that security personnel provided by Owner shall eject any person or persons violating this restriction.

Initial: \_\_\_\_\_

- 20. All entertainment must be approved prior to the Event and approval is at the discretion of the Owner. Entertainment includes, but is not limited to bands, DJ's, string quartets, guitarists, vocalists, etc. No music outside of the building, except with prior written approval from the Owner.
  - a. Last Call- 30 minutes prior to end of contracted event
  - b. Bar Closes- 15 minutes prior to end of contracted event
  - c. Music ends- 15 minutes prior to end of contracted event
  - d. Guests depart- As listed as end time of contracted event
- 21. Renter shall be liable for any physical damages, legal actions and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue. Renter shall indemnify and hold Owner, its agents and employees harmless against any legal actions that may arise from Renter's use of venue.
- 22. Renter shall indemnify and hold the Owner harmless from an against, liabilities, claims, suits, damages, costs or expenses of any kind whatsoever for any injuries, death, or illness suffered by any members of Renter and any damage to of loss of any equipment, materials, or other property of any member of Renter which may be brought or made against them of which the Owner must pay and incur by reason of or in any manner resulting from the Renter or the Renter's vendors or guests negligent performance or failure to perform any of his/her obligations under the terms this agreement.
- 23. Renter shall provide proof of event insurance, to Owner, no later than thirty (30) days prior to contracted event if it is on a Friday or Saturday evening with a bartender.
  - a. All clients must carry insurance to cover their event. The renter shall maintain General Liability Insurance, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name Valerian Venture's, L.L.C as additional insured, and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the contracted event. The insurance policy must be in the name of the person(s) signing the rental contract. Copy should be sent to L.C.'s Venue, 316 Broadway Ave South, Rochester, MN 55904.
  - b. This insurance is separate from and in additional to insurance provided by other vendors, if one is contracted.
  - c. This may be provided by Renter's insurance agent or obtained at [www.wedsure.com](http://www.wedsure.com).
- 24. Owner will not be responsible for failure to comply with this agreement if such failure is due to weather, acts of God, epidemic or pandemic, or any other extraordinary circumstances beyond the Owner's control. In the vents of any forced cancellation, Owner will offer an alternative date acceptance to both parties at the sole discretion of Owner. No refunds and no reschedules otherwise.
- 25. Renter shall use said venue only for the purposed specified herein and agrees to abide fully to all state, county and local laws, rules, statutes and ordinances.
- 26. Any disputes arising under this contract shall be adjudicated in District Court of Olmsted County, Minnesota.
- 27. This agreement shall be governed under the laws of the State of Minnesota.
- 28. This agreement contains the entire agreement between the parties. No subsequent alternation, amendment, change or addition to this agreement shall be binding unless in writing and signed by both parties.

Valarian Ventures, LLC: L.C's Venue Rental Agreement:

**Renter:**

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone(s): \_\_\_\_\_  
 Email: \_\_\_\_\_

Signatures:

\_\_\_\_\_ date: \_\_\_\_\_  
 \_\_\_\_\_ date: \_\_\_\_\_

**L.C's Venue Representative:**

By: \_\_\_\_\_

Initial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact information:

Client Service Manager: Leah Driscoll

Financial Manager: Cassie Fenstra

507-206-4688

[events@lcsvenue.com](mailto:events@lcsvenue.com)

## LC's Venue Pricing Menu

### Space Rental Options:

Sunday- Thursday after 4pm: \$1950

Friday & Saturday after 4pm: \$2450

Friday & Saturday before 4pm: \$300/hour

### Ala Cart Options:

Event Planner \$100 per hr. over initial contact with caterer, florist and entertainment

Chair Covers: \$4/chair

Chair Covers & Black Sashes: \$7/chair

Theme beverage bar (mimosas, bloody marys, breakfast, Irish coffee): Market Price

Soda Package: \$250

Bartender #3 upon request or at LC's Venue's discretion: \$250

Head Table Back Drop with lighting: \$495

6 ft pre-lit Christmas Tree \$200

Projector: \$200

Coat Check: \$250

Room Change Over Fee: \$250

### What's Included:

Up to 15 tables

Up to 150 chairs

Up to 2 banquet tables

Up to 15 linens and 2 banquet linens

2 Bartenders

Stage

Microphone

Access to play music on speakers

Initial: \_\_\_\_\_

## Informational Set Up Document for L.C's Venue Staff

*This document is due 30 days prior to the event date. Help us help you in creating a flawless experience at L.C's Venue!*

Event Information:

Event Description: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Timeframe of guests present at event: \_\_\_\_\_ Any before/after timeframes: \_\_\_\_\_  
 \*if this differs from contract, fees apply for added hours  
 Host Name: \_\_\_\_\_ Host's cell phone number: \_\_\_\_\_  
 Number of guests: \_\_\_\_\_ Number of tables with 10 or 8 (circle) chairs: \_\_\_\_\_  
 Number of high tops with 2 chairs: \_\_\_\_\_ Location of high tops: \_\_\_\_\_  
 Number of Banquet Tables (8 ft rect table- usually for buffet/head table): \_\_\_\_\_ Location: \_\_\_\_\_

Caterer information:

\_\_\_\_\_ No caterer

Caterer: \_\_\_\_\_ Caterer's contact number: \_\_\_\_\_ \*Non-catered foods (includes desert) is not permitted  
 Service time: \_\_\_\_\_ Banquet style \_\_\_\_\_ Plated Service \*20% service fee billed after event

Beverage Information:

\_\_\_\_\_ Soda package

\_\_\_\_\_ Specialty Cocktail creation name: \_\_\_\_\_  
 \_\_\_\_\_ Cash bar (guest charge) \_\_\_\_\_ No bartender needed  
 \_\_\_\_\_ Host paid bar tab Name: \_\_\_\_\_ (20% gratuity fee applies) \_\_\_\_\_ Ala Cart Added Bartender  
 \_\_\_\_\_ Ticket bar (how many tickets for purchase \_\_\_\_\_) \*Outside beverages (even as gifts) are not permitted

Entertainment information:

\_\_\_\_\_ No entertainment

Entertainment: \_\_\_\_\_ Entertainment's contact number: \_\_\_\_\_  
 Entertainment's timeframe: \_\_\_\_\_  
 Check if you would like: \_\_\_\_\_ Microphone set up \_\_\_\_\_ Projector set up (additional charge) \_\_\_\_\_ Transition table/chairs lay out (additional charge)

Décor information:

Chair Covers through LC's: # \_\_\_\_\_ (\$4 per chair) Chair Sashes though LC's: # \_\_\_\_\_ (\$3/chair)  
 Décor purchased through L.C's Venue: \_\_\_\_\_ (fees apply)  
 Any Décor purchased through another vendor: (Name of vendor, type of service): \_\_\_\_\_

Initial: \_\_\_\_\_

Itinerary Information (share details including happy hour, dinner service, speeches, special dances, cake service ect):

Any additional information you would like the event staff to know:

Initial: \_\_\_\_\_