



201 East First Street, Duluth, MN 55802, (218).722.9820

2010 RENTAL INFORMATION

Thank you for your interest in hosting your event at the Encounter. The Encounter is a great venue for a variety of special events. We are a non-alcoholic, Youth for Christ run youth center hosting weddings, receptions, grad parties, youth events, concerts, & many other special events. Please keep in mind that we are willing to discuss any other needs if not listed. Contact Ryan Underwood, at (218) 722.9820 ex 11 to make a reservation. Once you have made a reservation with the Encounter you must complete the Rental Contract, which must be submitted within 14 days with the security deposit to finalize your reservation.

ROOMS

UPPER LAKESIDE ROOM

This bright, open room seats 10 - 50 people, has a small white board and can serve as a conference room or small event room.

LAKESIDE CONFERENCE ROOM

The Conference room seats about 15 people. The Conference Room has a white board and phone access.

LOWER LAKESIDE ROOM

This bright, open room seats 10 - 75 people, has easy access to the kitchen and can serve as a conference room or small event room.

AUDITORIUM

This newly updated auditorium is Appropriate for large and small groups, concerts, clinics & receptions. It seats approximately 100 – 400 W/ Tables 100 – 700 W/O Tables in rows & 998 standing/ seating. Maximum capacity is 998 people regardless of how many rooms are rented.

(Sound, video, internet, and phone access options available)

THE RED ROOM

The Red room is available for concerts and small conferences. The Red Room capacity is 200 standing room only and 75 W/ Tables.

THE SKATE PARK / TRAVELING PARK

The Encounters Skate Park can be rented for private parties but availability is limited. The Encounters Traveling park can be rented for any outdoor event or party. Please call for information.

THE ENCOUNTER COFFEE BAR

The Coffee Bar is available to rent for an event in or outside of the Encounter. If using the Encounter facility to host your event the Coffee Bar will be open for your guests to use. Pots of coffee in many varieties can be purchased for \$5.50 per pot for your event. (Includes coffee, cups, sweeteners, & creamers)

EQUIPMENT

The following equipment is available for use at the Center:

ENCOUNTER INVENTORY LIST

- 25 8ft Tables
- 8 6ft Tables
- 10 1' / 8' Tables
- 8 Round Tables
- 250 Black Chairs
- 20 Medal Folding Chairs
- 120 Wood Folding Chairs
- 216 Balcony Seating

Kitchen supplies, AV supplies, Sound system

HILLSIDE INVENTORY

(Some fees apply to the use of Hillside Community Church Property)

- 4 8ft Tables
- 3 6ft Tables
- 201 Red Chairs



201 East First Street, Duluth, MN 55802, (218).722.9820

2010 RATE INFORMATION

Auditorium/Gymnasium

A full day event (6 – 8 hours) \$425.00

A half day event (2 – 4 hours) \$325.00

A short event (1 – 2 hours) \$200.00

Weddings & Receptions

2 day wedding & reception \$800.00

(This includes the Auditorium, Kitchen, Tables, & Chairs for two days)

1 day wedding & reception \$400.00

(This includes the Auditorium, Kitchen, Tables, & Chairs for one day)

Add on's to an Auditorium or Gymnasium event

Conference rooms \$35.00 per room (up to 4 hours)

Tables & Chairs \$25.00

Kitchen \$25.00

Event Clean up \$150.00

Event Tent (similar to an outdoor tent) \$175.00

A/V Equipment \$50.00

The Encounter Coffee Bar

The Coffee Bar is available to rent for an event in or outside of the Encounter. If using the Encounter facility to host your event the Coffee Bar is free. Pots of coffee in many varieties can be purchased for \$5.00 per pot.

(Includes coffee, cups, sweeteners, & creamers)

Off site Coffee Bar Rental

A short off site rental (1 – 3 hours) \$175.00

A half day off site rental (3 – 6 hours) \$225.00

A full day off site rental (6 – 8 hours) \$275.00

The Encounter Skate Park

1 – 2 hours \$50.00

2 – 3 hours \$100.00

3 – 4 hours \$150.00

Other Rental Options include The Encounter's Red Room.

For availability, and additional information, please contact Rentals@encounterfc.com

We reserve the right to refuse any group from using the
Encounter Facility for any reason or date.



201 East First Street, Duluth, MN 55802, (218).722.9820

2010 USER RULES

SET-UP, CLEAN-UP AND DECORATING

- 1) User is responsible for set-up, clean up and tare down and the time involved. This is included in the rental period.
- 2) No nails or any other sharp object may be used on the walls or structures inside or out. Only adhesive materials approved by the Facility Coordinator and tacks and push pins in designated areas may be used.
- 3) Only masking tape, Post-it easel pads, or other adhesive approved by facility coordinator may be used to hang items. Do not use duct tape!
- 4) All layout and decorations must be approved by the Encounter.
- 5) The facility must be returned to its original condition including removal of garbage to a facility dumpster in the lower parking lot. It is not Encounter staff responsibility to set-up and tare down.
- 6) No confetti or rice permitted. Bubbles or rose pedals are recommended. Helium balloons are acceptable but the renter is responsible to take care of balloons if lost in the ceiling.
- 7) User must ensure that all guests respect the Encounter facility and other visitors and cause no harm to the buildings and its contents.
- 8) Things to consider: if having large numbers of guests please be advised parking is limited at The Encounter and guests should use the parking ramp located on 3rd Ave. E.
- 9) If no other events are scheduled, the renter may decorate/setup and make deliveries to the facility the day prior to the event. If an event is scheduled for the day prior to your event after you have signed a contract, The Encounter will notify you and will make arrangements for decorating and setup to be done the day of your event rather than the day prior.
- 10) A final walk thru is required with an Encounter staff person before leaving the facility.

SECURITY

1. Due to the area The Encounter is located it is required that the renter provide at least one security person to be at the side door during the event. The Encounter can also provide this for an additional fee.

CANDLES, SMOKING & BARBECUES

- 11) Use of candles, barbecues, other alternative cooking methods, must be approved on a case by case basis in advance of the event. Candles cannot be left unattended.
- 12) No smoking anywhere inside the Encounter building. All cigarettes must be deposited in ashtrays outside of The Encounter building.

SUPERVISION, STAFFING, EVENT SIZE, PARKING

- 13) One Encounter staff will be on site during your event. If security is needed or additional staffing required be advised additional fees will apply.
- 14) Rental may NOT exceed 998 people
- 15) Children must be supervised at all times. Adult supervision must be designated.
- 16) Parking is allowed in designated areas only. There is also a parking ramp located on Lake Ave and on Third Ave E.
- 17) User must leave facility by the time stated in rental agreement or be liable for additional fees.
- 18) Cars cannot be left overnight without making arrangements with Event Staff. Unauthorized cars left over night will be towed.

FOOD AND ALCOHOL

- 19) No liquor is allowed on the Encounter premise.
- 20) Personal use of privately provided alcohol is not allowed anywhere on the premises including parking areas. This includes private flasks, beer, wine, etc.
- 21) If liquor is found by an Encounter Staff person it will be removed and consequences up to ending of the event will be possible.

ENCOUNTER FEES:

- 22) Rental fees include specific areas requested only. **Because we are primarily a youth center parts of The Encounter will remain open during your event.**
(examples, Skating in the Skate Park & shows in the Red Room Venue)
- 23) All groups are responsible for a security deposit equal to 25% of the total rental fee. This deposit is nonrefundable and will be applied to the balance of the rental fee.
- 24) If the security deposit is not received within 14 days of booking the event, the reservation may be void.
- 25) The balance of the fee is due at least two weeks in advance of the event.
- 26) Cancellations must be received two weeks in advance of the event to receive a refund. Your security deposit will not be refunded.
- 27) A refundable damage deposit of \$250 is required.
- 28) You may be charged in excess of the damage deposit if conditions warrant.
- 29) The damage deposit will be mailed back to you within 14 days of your rental.
- 30) An additional \$50 is required for the use of any AV equipment including, but not limited to, the sound system, lap top, projector and TV/VCR/DVD.
- 31) Refunds are not given for unused rental time.
- 32) If using the Encounter facility to host your event the Coffee Bar will be open for your guests to use.

CONTACT INFORMATION

Address: The Encounter 201 East First Street Duluth, MN 55802	Contact: Ryan Underwood Phone: 218-722-9820 E-Mail: Rentals@encounterfc.com
---	--

You can get directions to our facility by going to our web site at www.encounterfc.com or by going to Google Maps and Typing the Encounter.



201 East First Street, Duluth, MN 55802, (218).722.9820

2010 RENTAL AGREEMENT

Please fill out all that applies!

Rental Date(s): _____ Day(s) of Week: _____

Set-up time (when you arrive) is any time after 10:00 a.m. the day of rental. Rental End Time (when your done) no later then 12:00 a.m.

No set-up before scheduled time. Any usage after the 12:00 a.m. end time will be charged at the hourly rate of \$25.00

Event Set-Up Time _____ Event Set-Up End Time _____

Event Start Time (when the event begins) _____ Event End Time _____

Group/Sponsor/Company _____ 501c3 Yes No

Contact Person (if different from sponsor) _____

Contact persons Phone # _____

Current Mailing Address

Address _____ City _____ State _____ Zip _____

If mailing address will be different after your event please list so below!

Address _____ City _____ State _____ Zip _____

Home Phone _____ W. Phone _____ C. Phone _____

E-mail _____

Function: Meeting Retreat Wedding Party Concert

Off Site Rental Other _____

Admission: Member only Invitation only Open to public Donation Fee

Name as you would like to see on event signs _____

(Example: Congratulations Nick & Jess or Nick & Jess Reception or Happy Birthday Josh!)

The undersigned applicant hereby makes application for use of the facilities described and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, laws and ordinances and the rules provided for in the Encounter and acknowledge receipt. The applicant/renter shall indemnify and hold harmless the Encounter a Head of the Lakes Youth for Christ Ministry, its Employees, agents and volunteers from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from, resulting from or connected with the use of the premises.

AGREEMENT _____ Applicant Initials

Applicant's Signature _____ Date _____

Checks can be made to The Encounter

~~~~~Information below for office use only ~~~~~

|                  | Total Due | Amount Paid | Date       | Amount Due   | Amount Paid | Date    | Amount Due | Total Paid |
|------------------|-----------|-------------|------------|--------------|-------------|---------|------------|------------|
| Rental Fee       |           | Security    |            | Sub Security |             |         |            |            |
| Security Deposit |           | Apply to    | Rental Fee | XXXXXXX      | XXXXXXX     | XXXXXXX | XXXXXXX    |            |
| Damage Deposit   |           |             |            | XXXXXXX      | XXXXXXX     | XXXXXXX | XXXXXXX    |            |