



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, faith-based youth center with space for hosting weddings, receptions, parties, youth events, concerts, & many other special events. Please keep in mind that we are willing to discuss any other needs if not specifically listed within this packet. Please note that we have regular youth programs that run throughout the week, so it is possible that parts of the building may be open during your event. We will discuss this upon receipt of your rental request.

### AVAILABLE SPACES

#### UPPER LAKESIDE ROOM

This bright, open room seats 10 - 50 people, has a white board and can serve for meetings or small events

#### 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 serves well for parties, meetings, or small events, especially when food is being served.

#### AUDITORIUM

The 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 will require outside rental of additional chairs/tables. Indoor tent 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. House sound system available.

#### THE SKATE PARK / TRAVELING PARK

The Encounters Skate Park can be rented for private parties but availability is limited. The Encounter's traveling skate 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 \$6.00 per pot for your event. (Includes coffee, cups, sweeteners, & creamers)

# EQUIPMENT

The following equipment is available for use at the Center:  
Tables/Chairs are included with room rentals.

## ENCOUNTER INVENTORY LIST

- 20            8ft            Tables
- 5            6ft            Tables
- 8            Round        Tables
- 150        Black        Chairs
- 200        Balcony Seating

Kitchen supplies, AV supplies, Sound system

## MILLSIDE CHURCH INVENTORY

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

- 4            8ft            Tables
- 3            6ft            Tables
- 200        Red Cushioned    Chairs (\$0.50 per chair)



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## 2010 RATE INFORMATION

### Auditorium/Gymnasium

A full day event (6 – 8 hours)	\$500.00
A half day event (2 – 4 hours)	\$325.00
A short event (1 – 2 hours)	\$200.00

### Wedding & Reception Packages

2 day wedding & reception (This includes the Auditorium & Kitchen for two days)	\$800.00
1 day wedding & reception (This includes the Auditorium & Kitchen for one day)	\$500.00

Conference rooms	\$35.00 per room (up to 4 hours)
Kitchen	\$50.00
Add Event Clean Up	\$150.00
Add Event Tent (similar to an outdoor tent)	\$150.00
PA System & Microphone	\$25.00

### The Encounter Coffee Bar

If desired, we can open up the coffee bar for drink purchases during your event...just let us know!

Pots of coffee may be purchased for \$6.00/each. (Includes, cups, sweeteners & creamer)

### Off site Coffee Bar Rental (we will bring the bar to your event!)

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 Indoor Skate Park (Requires waiver forms)	\$ 50.00 per hour (minimum 2 hours)
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### Traveling Skate Park

Full Park	\$250.00
Partial Park (for smaller areas/events):	\$150.00

Above rates for 3 hour event rental. Additional \$50 per hour

Requires waiver forms (individuals) or liability release (organization)

For availability, and additional information, please contact 218-722-9820 or [Rentals@encounteryfc.com](mailto:Rentals@encounteryfc.com)

We reserve the right to deny any rental request at our sole discretion.



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## 2010 USER RULES

### SET-UP, CLEAN-UP AND DECORATING

- 1) User is responsible for all set-up, clean up and tear down and the time involved (unless otherwise arranged). This is included in the designated rental period. (2hr event + 2hr set-up/tear down= 4 hour rental)
- 2) No nails or any other sharp objects 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 staff.
- 5) The facility must be returned to its original condition including removal of garbage to a facility dumpster in either the upper or lower parking lot.
- 6) No confetti or rice permitted. Bubbles or rose pedals are recommended.
- 7) User must ensure that all guests respect the Encounter facility and other visitors and cause no harm to the buildings and its contents. The cost of any damages sustained during a rented event will be deducted from the damage deposit.
- 8) Any early set-up or deliveries prior to your rental must be discussed and arranged with the Encounter staff.
- 9) A final walk thru is required with an Encounter staff person before leaving the facility.

### CANDLES, SMOKING & BARBECUES

- 10) 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.
- 11) No smoking anywhere inside the Encounter building. All cigarettes must be deposited in ashtrays outside of The Encounter building.

### SUPERVISION, STAFFING, EVENT SIZE, PARKING

- 12) One Encounter staff member will be on site during your event. We ask that you provide one person to closely monitor the entrance door anytime it will remain unlocked. If security is needed or additional staffing required be advised additional fees will apply.
- 13) Rental may NOT exceed 998 people
- 14) Children must be supervised at all times. Adult supervision must be designated.
- 15) Parking is limited at the Encounter and cannot be guaranteed. Please make yourself aware of other options in the immediate area, including the parking ramp at 3rd Ave. and East 1st St.
- 16) User must leave facility by the time stated in rental agreement or be liable for additional rental fees.
- 17) Cars cannot be left overnight without making prior arrangements with Event Staff. Unauthorized cars left overnight will be towed at owner's expense.

## FOOD AND ALCOHOL

18) No alcohol of any kind is allowed on the Encounter premises, including the immediate area outside the building and in the parking areas.

19) If liquor is found on the premises, it will be removed and the event will be subject to termination at the discretion of the Encounter staff.

20) If desired, the coffee bar can be opened for coffee and drink purchases.

## ENCOUNTER FEES

21) Rental fees include specific areas requested only. Parts of the building may remain open during your event. Please discuss scheduling with us prior to finalization of the rental agreement.

22) 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.

23) If the security deposit is not received within 14 days of booking the event, the reservation will be void.

24) The balance of the fee is due by two weeks in advance of the event.

25) Cancellations must be received two weeks in advance of the event to receive a refund. Your security deposit will not be refunded.

26) A refundable damage deposit of \$250 is required.

27) You may be charged in excess of the damage deposit if conditions warrant.

28) The damage deposit will be mailed back to you within 14 days of your rental.

29) Refunds are not given for unused rental time.

## CONTACT INFORMATION

Address: The Encounter 201 East First Street Duluth, MN 55802	Contact: Ryan Underwood Phone: 218-722-9820 ext. 11 E-Mail: <a href="mailto:Rentals@encounteryfc.com">Rentals@encounteryfc.com</a>
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You can get directions to our facility by going to our web site at [www.encounteryfc.com](http://www.encounteryfc.com)



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## 2010 RENTAL AGREEMENT

Request Rental Date(s): \_\_\_\_\_

Event Description/Type: \_\_\_\_\_

Set-up time (when the building is opened for you) is any time after 10:00 a.m. on the day of rental. Rental End Time (when the last person leaves is the building) no later than 12:00 a.m. Any usage after the 12:00 a.m. end time will be charged at the rate of \$25.00/hr. If you have need for earlier set-up times, please call us to discuss alternate options.

Event Set-Up Time \_\_\_\_\_ Event Set-Up End Time \_\_\_\_\_

Event Start Time (when the event begins) \_\_\_\_\_ Event End Time \_\_\_\_\_

If an off-site Wedding: What time is your ceremony? \_\_\_\_\_

Group/Sponsor/Company \_\_\_\_\_ 501c3 Yes  No

Contact Person \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Mailing Address:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ W. Phone \_\_\_\_\_ M. Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Admission:  Member only  Invitation only  Open to public  Donation  Fee/Ticket

Est. number of guests (max 998): \_\_\_\_\_ Est. number of minors \_\_\_\_\_

Who is supervising minors? \_\_\_\_\_

Serving Food? No Yes,

If yes Catered Potluck Other\_\_\_\_\_ Caterer/Rental Company\_\_\_\_\_

Caterer/food prep contact name\_\_\_\_\_ Contact Phone #\_\_\_\_\_

Alcohol is not allowed on the Encounter premises

Space requested Auditorium (seats 100 – 400 W/ Tables / 100 – 700 W/O Tables & 998 Standing room) Upper Room (seats 10 – 50 W/ Tables) Conference room (seats 10 - 15) Lower Room Red Room (Standing room 200 & 10 – 75 W/Tables) Skate Park Traveling Park Coffee Bar

AV/Sound System needs \_\_\_\_\_  
(please note available equipment and fees page)

Notes or special requests... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Rental Fees: \$ \_\_\_\_\_

Security Deposit (25%) \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Damage Deposit \$ \_\_\_\_\_

Paid on: \_\_\_\_\_

Paid on: \_\_\_\_\_

Paid: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Method: \_\_\_\_\_

Method: \_\_\_\_\_

Fees Assessed: \$ \_\_\_\_\_

Refunded on: \_\_\_\_\_