



LEASE NUMBER: 6798

**SPACE LEASE AGREEMENT**

Agreement made March 31, 2006, between the Rushmore Plaza Civic Center, an agency of the City of Rapid City, South Dakota (Lessor) and City of Rapid City Public Works Department (Lessee), for the use of that portion of the Lessor's premises described below:

**Public Works Meeting**

Alpine Room – April 21, 2006 - 1 Event Day @ \$12.50 plus 15% service charge/person  
For the guaranteed number or the number served, whichever is greater

Lessee is entitled to use and occupy the above premises from 8 a.m. on the above date(s), until 11:59 p.m. on the above date(s).

In consideration for the use of the above described space, Lessee agrees to pay Lessor the sum of \$12.50+/person.

Tables, chairs & set-up are included in the rental fee.

If banquet or reception functions are requested for this event, then the Food and Beverage Addendum must be signed, and hereby constitutes an integral and inseparable portion of this contract.

Special services and equipment: stagehand fees, event staff and security personnel, parking security, ticket takers, ushers, firemen, police, EMT's, special equipment, special lighting, special electrical requirements, garbage disposal, spotlights, staging, carpet, telephone service, booth service, food and beverage service, and other special equipment and services, as applicable, which are not included in this space lease agreement - shall be invoiced following the event or paid by lessee in settlement. All accounts over thirty days past due will be charged 1 1/2% interest per month/18% APR.

All provisions printed on the back hereof are a part of this agreement.

Lessee: **City of Rapid City Public Works Department**

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

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

Print Name: \_\_\_\_\_

Lessor: \_\_\_\_\_

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

Brian Maliske  
General Manager



444 N. Mt. Rushmore Rd Rapid City, SD 57701 PH 605-394-4115 Fax 605-394-4119

### FOOD AND BEVERAGE CONTRACT

<b>Function</b> Public Works Meeting		<b>Day and Date</b> Friday, April 21, 2006	
<b>Organization</b> City of Rapid City Public Works Department		<b>Time</b> Noon	<b>Room</b> Alpine
<b>Street</b> 300 6th Street	<b>City</b> Rapid City	<b>State</b> SD	<b>Zip Code</b> 57701
<b>Representative</b> Karen Jones		<b>Telephone</b> 394-4165	
<b>Number Expected</b> 30	<b>Number Guaranteed</b>	<b>Guaranteed Date</b> Wednesday, April 19th	<b>Number Prepared For</b>
<b>\$ Total of Contract</b>	<b>Deposit</b> %   \$	<b>Payment 15 Day Prior</b> %   \$	<b>Final Payment</b> %   \$
<b>Function Details</b>		<b>Breakfast</b> <input type="checkbox"/> <b>Lunch</b> <input checked="" type="checkbox"/> <b>Dinner</b> <input type="checkbox"/>	<b>After Dinner Food &amp; Beverage</b>
<b>Time:</b> Meeting from 10am - 2pm		<b>Time:</b> Noon	<b>Time:</b>
<b>Set Style:</b> TBD		<b>MENU: DELI BUFFET</b>	
<b># of Tables</b> TBD		Tossed Salad with choice of dressings	
<b># of Chairs</b> TBD		Potato Salad	
		Assorted Deli Breads	
		Sliced Cheese Tray	
		Relish Tray of sliced pickles, onions, and leaf lettuce	
		Deli Meats Assortment	
		Chef's Choice of Dessert	
		Coffee and water service, tea by request	

DETAILS AND REMINDERS (If additional space is needed, attach supplemental specifications.)

- |              |                   |                      |                 |           |
|--------------|-------------------|----------------------|-----------------|-----------|
| ( ) Linen    | ( ) Table Numbers | ( ) Stagehand Call   | ( ) Podium      | ( ) _____ |
| ( ) Skirting | ( ) Coat Check    | ( ) Staging          | ( ) Mic         | ( ) _____ |
| ( ) Flags    | ( ) Decorations   | ( ) Stage Size _____ | ( ) Dance Floor | ( ) _____ |
| ( ) Exhibit  | ( ) Audio/Visual  | ( ) Spotlights       | ( ) Piano/Organ | ( ) _____ |

**NOTE: Exhibit materials, samples, prizes and other equipment belonging to the customer or his agents are placed on the premises at the owners risk. Customer has read this contract and fully understands its contents.**

#### PRICES

Food (per person)	\$12.50	Add 15%	\$56.25
Wines	_____	Add 8%	_____
Bar	_____		
Decorations	_____	<b>Total</b>	<b>\$431.25</b>

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel DIRK JABLONSKI Department PUBLIC WORKS

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)  
To hold an office meeting to include Public Works Administration, Engineering

Services and PW Division Managers

List all other City employees, if any, making the trip for the same purpose: See Above

Place of meeting or destination: Rushmore Plaza Civic Center

Date of meeting April 21, 2006

Date trip to begin April 21, 2006 Date trip will end April 21, 2006

Method of transportation requested None

Estimated transportation cost \$ \_\_\_\_\_

Meals 29 x \$12.50 \_\_\_\_\_ 362.50

Lodging \_\_\_\_\_ days \_\_\_\_\_ 54.38

Other costs - description 15% Service Charge \_\_\_\_\_

Total estimated cost of trip \$ 416.88

Signed *Dirk Jablonski* Date 4/13/06 Date \_\_\_\_\_  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: *Tim J. ...* Date 4-16-06  
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy