

# RENTAL CONTRACT



## DURANT COMMUNITY CENTER

606 5<sup>th</sup> Avenue

DURANT IA 52747

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### **RENTAL CONTRACT & RENTAL RULES :**

- 1.) **DEPOSIT:** A damage deposit in the amount of \$250.00 is required to reserve any date for use of the entire building. All other rentals shall pay a damage deposit fee of \$100. This amount is in addition to the rental fee. The deposit amount will be returned within 30 days after event upon council approval. **DAMAGES: If damages occur during the event, the rental party shall be responsible for any costs.**
- 2.) **PRICING:** Entire building with or without kitchen and bar \$500.  
East Side or West Side \$75.00 add \$50.00 for use of kitchen with sides. Ballroom Rental \$150.00 add \$50.00 for use of kitchen. Plastic table covering are \$1.50 per table and skirting is \$6.00 per table.
- 3.) Rental fees must be paid in full 60 days before the date of event.
- 4.) **FEES:** All fees, other than rent, are due in full 30 days before the event. All fees are defined as rental fees, keg beer, table covers, pop tickets, drink tickets, set up fees and alcohol tickets. All kegs ordered shall be tapped, no refunds. There is a 3 keg limit. Kegs cost \$200 each; pop tickets \$0.50/each, drink tickets \$3.00 each.  
**All payments shall be made by Check or Cash at Community Center. Credit Cards, checks and cash accepted at city hall. All returned checks will be assessed a \$25.00 non-sufficient funds fee.**
- 5.) You will have 4 hours for decorating on the day of event from 8AM to Noon; this includes all deliveries and set up for your event. Please make sure your florists, caterers/cake decorators, and musicians/DJs know this. **IT IS IMPORTANT THAT YOUR DELIVERIES ARE ON TIME DURING THIS PERIOD.** Any other time shall be charged as additional at \$50 per hour. The event shall be open one hour before scheduled start time at no charge.  
All events shall end at Midnight with complete vacation of the building by 12:30a.m.
- 6.) All items for the event shall be removed from the premises at conclusion of event.
- 7.) **CANCELLATIONS:** The deposit and any other fees paid will be refunded if a cancellation is made **30 days prior** to the date of the event. Cancellation within 30

days of the reservation date will cause forfeiture deposit. Any bar prepaid fees will be refunded in full.

8. ) **FACILITY RULES:**

- **A.) ALCOHOL: THE COMMUNITY CENTER HAS AN IOWA LIQUOR LICENSE IN THE NAME OF THE CITY OF DURANT.** All alcohol purchases must be made through the Community Center. Alcohol may not be brought into the building from other sources. Alcohol cannot be taken out of the building at any time. All customers shall provide a photo ID in the form of a Dept. of Transportation Driver's License or non-driver's license from state of residence. The legal drinking age in Iowa is 21. The bartenders may ask for identification for anyone in question. Bartenders may refuse service at their discretion. Bartenders or management reserve the right to close the bar due to disruptive behavior by renters or guests. Please inform your guests to drink responsibly.
  
- **B.) SECURITY:** The Community Center does not provide security for events. Community Center management has the right to contact local law enforcement at anytime for anyone causing disruption or displaying acts of public intoxication. Officers of the City of Durant Police Department will make random stops during event, and perform walk through of event.
  
- **C.) KITCHEN:** shall be left clean by rental party. Staff will do set-up, and all floors will be cleaned by staff. All equipment including small kitchen appliances (coffee pots, punch bowls, etc) shall be washed and put away by renters or caterers. Preferred caterers include but not limited to: Jeff's Creative Catering, and Hy-Vee.
  
- **D.) NO SMOKING. NO FOG MACHINES, ETC.**
  
- **E.)** The Durant Community Center serves as an emergency shelter. In the case that Cedar County Emergency Management declares a disaster and a shelter is needed, the City reserves the right to cancel events. The city will make every effort to use alternate buildings. All money will be refunded if this occurs.
  
- **F.) GAMBLING LICENSE:** The City does not provide a gambling license. Any group having raffles of any kind shall provide their own license and a copy to the city 30 days before event. No alcohol may be opened at the event if raffled. Licenses can be requested through Iowa Department of Inspections and Appeals.  
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The undersigned, hereby, has read and understands this contract, and by signing their name understands they are entering into a contractual agreement between themselves, the City of Durant, and the Durant Community Center management.

This is a contract between the Durant Community Center, City of Durant, and \_\_\_\_\_ for a/an \_\_\_\_\_ to be held on \_\_\_\_\_, 20\_\_ From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_.

The following areas shall be rented:

Entire Facility \_\_\_\_\_ Ballroom only \_\_\_\_\_ East Room(s) \_\_\_\_\_

West Room: \_\_\_\_\_ Kitchen YES NO

Bar open? YES NO \_\_\_\_\_ **Bar fee applies (\$50.00 for 50 people or less)** \_\_\_\_\_ Events estimating 51 people or ore minimum two bartenders (\$100)

Seating capacity is 250 How many people are expected? \_\_\_\_\_

Do you want tables covered- white plastic? \$1.50 each x \_\_\_\_\_ = \_\_\_\_\_

Do you wish to purchase Keg Beer, if so how many (limit 3) \$200 each? \_\_\_\_\_ Cost \_\_\_\_\_

Do wish to purchase drink tickets at \$3.00 each- if so how many? \_\_\_\_\_ Cost \_\_\_\_\_

Do wish to purchase unlimited pop at \$75.00 ? YES NO Cost \_\_\_\_\_

Total Costs plus damage deposit \$ \_\_\_\_\_

*I understand by signing this contract I am entering into a contractual agreement between myself and the City of Durant and Durant Community Center management. I understand I will be held personally responsible for any and all damages done to the facility inside and/or outside. I agree to pay for any and all damages that may occur .I have read this contract and I understand all fees, due dates, and rules.*

\_\_\_\_\_ Telephone number(s): \_\_\_\_\_

Name of renter (please print)

Address \_\_\_\_\_  
Full street & mailing address (please print)

\_\_\_\_\_ Date \_\_\_\_\_

Signature of renter

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Management

# RECORD OF PAYMENTS

<u>DESCRIPTION</u>	<u>Date of Payment</u>	<u>Receipt #</u>	<u>Amount</u>	<u>Balance due</u>