

RENTAL CONTRACT



DURANT COMMUNITY CENTER

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RENTAL CONTRACT & RENTAL RULES:

- 1.) **DEPOSIT:** A damage deposit in the amount of \$350.00 is required to reserve any date for use of the entire building. This deposit amount is in addition to the rental fee. The deposit amount will be returned within 30 days after event upon council approval. All other rentals will be paid in full at time of reservation. This may be waived at the discretion of management for nonprofit organizations. ***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 \$750.00 all day.. Maximum four hours rental as follows: East Side or West Side \$100.00 add \$50.00 for use of kitchen with sides. Ballroom Rental \$200.00 add \$50.00 for use of kitchen. To reserve center for prior night \$100.00 for four hours. Rental fees must be paid in full 60 days before the date of event or at time of booking.
- 3.) **FEES:** All fees, other than rent, are due in full 30 days before the event. All fees are defined as rental fees, keg beer, wine, table covers, pop tickets, drink tickets, set up fees and alcohol tickets. All kegs and wine ordered shall be considered tapped, no refunds or removal from the premises. There is a 3 keg limit. Kegs cost \$300.00 each; pop tickets \$1.50 each, drink tickets \$3.00 each. When Cash Bar is open, those sales shall be paid at time of purchase along with additional soda and drink tickets if needed. Plastic table covering are \$2.00 per table. ***All payments shall be made by Credit Card, Check or Cash at Community Center or City Hall. Please make checks payable to: City of Durant. All returned checks will be assessed a \$35.00 non-sufficient funds fee.***
- 4.) Whole Building rentals will have hours from 8AM to Midnight; 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.*** Rentals other than full building will have hours for set up, event, and tear down. Any other time shall be charged as additional at \$25. per hour for rentals that are not renting whole building. The event shall be open one hour before scheduled start time at no charge.
- 5.) All items for the event shall be removed from the premises at conclusion of event. **All events shall end at Midnight with complete vacation of the building by 12:30a.m.**

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- 6.) **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 entire deposit. Any bar prepaid fees will be refunded in full.
- 7.) Event packages available upon request.

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. Any one bringing in outside alcohol shall cause rental party to forfeit rental deposit of \$350.00 All consumers of alcohol 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, and trash disposed properly in dumpster. Preferred caterers include but not limited to: Jeff's Creative Catering, and Hy-Vee.
- **D.) NO SMOKING. NO FOG MACHINES, Helium Balloons, or Myler Balloons 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 deposit and fees paid at the time 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.

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 (circle)

Bar open? YES NO (circle) _____ Bar fee applies \$75.00 for 50 people or less) _____ Events estimating 101 people or more minimum two bartenders \$150

Seating capacity is 300. How many people are expected? _____

Do you want tables covered- white plastic? \$2.00 each x _____ = _____

Do you wish to purchase Keg Beer, if so how many (limit 3) \$300.00 each _____ Total Cost: _____ due 30 days prior to event.

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

Do wish to purchase unlimited pop at \$150.00 YES___ NO___ Cost _____
Due 30days prior to event

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

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RECORD OF PAYMENTS

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