GM COMMUNITY CENTER RENTAL AGREEMENT

RENTER INFORMATION

Your Name	
Mailing Address	
Phone 1 Phone 2	
Email	
EVENT INFORMATION	
Name/Type of Event	
Will Alcohol be served by An alcohol permit is not or sold without an alcohol	
RENTAL FEES & DEPOSI	<u> T</u>
Facility rental \$125.00 (C	heck #)
Kitchen Only Rental avail	able for \$10.00 per hour, up to 4 hours (Check #)
Reservation & Cleaning D	eposit Check, \$50.00 Due upon scheduling of the reservation (Check #)
The reservation	& cleaning denosit of \$50,00 is required the day you make your reservation to

- The reservation & cleaning deposit of \$50.00 is required the day you make your reservation to holdyour date. The deposit is required in the form of a check, dated for the day of your Event.
- > The deposit check is shredded after your event, unless the facility is left unclean, damaged, or the key is not returned promptly, or the event is cancelled.
 - *Damage to the facility or extra cleaning will be charged on a time & material basis***

INSURANCE

A **certificate of insurance** from your homeowners or renter's insurance company, naming the City of Grand Mound & Community Center as additional insureds for the day of your event is required prior to picking up the key. A certificate of insurance can be emailed to gmcity@gmtel.net or mailed to City Hall P.O. Box 206 Grand Mound. IA 52751.

EARLY ACCESS TO THE CENTER

If you wish to access the center the day before your rental, the certificate of insurance will need to cover that day and the day of your rental. You will need to confirm that the center is available for early check in, the day you pick up your key. *Early check in is subject to cancellation in the event of another booking the day before your event. If you need to secure the day prior to allow for time to decorate or prepare food it is recommended renting both days, for a total rental fee of \$250.00, instead of \$125.00.

PICKING UP & RETURNING THE KEY

An **appointment** is required to <u>pick up the key</u> at City Hall located at 615 Sunnyside Street in Grand Mound. City Hall's normal business hours are M-F 7:30-3:30 p.m. City Hall is typically closed during the lunch hour. Please call the City Clerk at 1-563-847-2190 to schedule an appointment.

The key should be returned after you have cleaned up and removed all of your items at the end of your event. **The key should be returned to** the drop box located in the **front door of City Hall** at 615 Sunnyside St Grand Mound, IA 52751. Failure to return the key at the end of your event, can result in a bill for \$525.00, which is the cost to rekey the community center.

ADDITIONAL CONDITIONS/TERMS AND INFORMATION

- No pets are allowed in the center except for registered service animals.
- All garbage should be removed and placed in the dumpster located on the west side of the building.
- All tables and chairs used should be wiped clean and placed on racks.
- All dishes and utensils should be cleaned and placed in their original place and counters cleaned.
- Used dishtowels should be left on the counter.
- Floors should be dry mopped. Spills should be cleaned with a damp dish rag.
- > ONLY PAINTERS TAPE or 3m Command products may be used to hang decorations.
- NO DUCT TAPE. *Use of duct tape will VOID your deposit*
- All decorations should be taken down and removed from the center along with personal items at the end of/day of the event.
- Any damages to the building, equipment or furniture must be replaced to the original state.
- Doors should not be propped open, beyond loading/unloading of items due to flies/heating/cooling.
- To use the **handicap accessible door**, the door must first have the push bar locked. To do this, use the Allen head tool (Located in the first drawer in the kitchen), depress the push bar and use the tool to lock the bar into place. Turn the switch located the top of the door to Auto.

Submitting rental request

- Please submit the following items to the City Clerk or by mail (PO Box 206 Grand Mound, IA 52751)
 - Signed rental agreement
 - ❖ A deposit check for \$50.00 dated for the day of your event
 - Covid 19 Addendum form available at www.cityofgrandmound.org under Community Center.
 - Alcohol permit if serving alcohol form available at www.cityofgrandmound.org under Community Center. *You will also need a license from the Iowa ABD to serve Alcohol.
 - Certificate of insurance
 - Rental Fee Check \$125.00 dated for the day of your event made payable to the GM Community Center

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(Please read carefully before signing)

I hereby agree to follow & enforce all the Community Center rules & regulations & acknowledge that I have received and read a copy of such rules. I certify that I am responsible for the protection of the building & its contents during the length of this reservation. I further understand that the Grand Mound Community Center reserves the right to cancel this rental agreement for any reason if deemed necessary.

(Renter Signature & Date) (Community Center Rep & Date)