GM Community Center Rental Agreement

RENTER INFORMATION

Your Name	
Mailing Address	
Phone 1 Phone 2	
Fmail	
EVENT INFORMATION	
Name/Type of Event	
Date of Event/	to Event Time: to:
Will Alcohol be served? Ye	s No
If YES, you will need to co	omplete the Alcohol Permit form
USER FEES	
Facility rental \$100.00 (Ch	eck) Kitchen Only Rental available for \$10.00 per hour (Check)
Reservation & Cleaning De	posit Check, \$50.00 Due upon scheduling of the reservation (Check #)

- The reservation & cleaning deposit of \$50.00 is required the day you make your reservation to hold your 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.
- Your deposit will be forfeited in the event you cancel your Reservation.
 Damage to the facility or extra cleaning will be charged on a time & material basis
 - You will need to provide a copy of proof of insurance naming the Community Center Board and the City of Grand Mound as additional insureds for the day of your event at the Center. Proof may be sent to <u>gmcity@gmtel.net</u> or by fax to 563-847-2190

PICKING UP YOUR KEY!

Please call, Melissa Conner, at 563-847-2190, a week prior to your event to schedule a day & time to pick up the key & to make the payment for your rental fee. Normal business hours are Monday- Friday from 7:30-3:30 at City Hall located at 615 Sunnyside Street in Grand Mound.

I hereby agree to follow & enforce all of 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.