GM Community Center
Rental Agreement

RENTER INFORMATION

Your Name _____

Mailing Address _____

Phone 1 | Phone 2 _____

Email _____

EVENT INFORMATION

Name/Type of Event _____

Date of Event _____/_____/_____ Approximate Event Time ___:_____ to ___:_____

Will Alcohol be served? Yes ____ No ____ *If YES, please complete the alcohol permit form

USER FEES

Facility rental $100.00 (Check _____) Reservation & Cleaning Deposit $50.00 check *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, event cancelled or the key is not returned promptly. ***Damage to the facility or extra cleaning will be charged on a time & material basis***
  *Kitchen only rentals available at a rate of $10.00 per hour, with a security deposit.

INSURANCE DOCUMENT: To complete your booking/reservation, please submit a certificate of insurance listing the City of Grand Mound & Grand Mound Community Center Corporation as additional insured. Generally, this can be obtained through your home owner's insurance policy. You make fax the proof of insurance to 1-563-847-2190 or send by e-mail to gmcity@gmtel.net or drop off at City hall in the drop box or in person at 615 Sunnyside Street, Grand Mound.

PICKING UP YOUR KEY!

Please call, Melissa Conner, The City Clerk, at 1-563-847-2190, 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.

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