

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 _____/_____/_____ Event Time __:___ to __:___

Will Alcohol be served by the host or for sale to guest? Yes ___ No ___

An alcohol permit is not required for guests to bring their own alcohol to the event. Alcohol cannot be served or sold without an alcohol permit from the Iowa ABD (1-888-469-2223) in addition to the alcohol permit form from the Community Center and additional \$100.00 alcohol deposit.

RENTAL FEES & DEPOSIT

Facility rental \$150.00 (Check # _____)

Kitchen Only Rental available for \$10.00 per hour , up to 12 hours (Check # _____)

Reservation & Cleaning Deposit 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, 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 recommend renting both days, for a total rental fee of \$300.00, instead of \$150.00.

PICKING UP & RETURNING THE KEY

- An **appointment** is required to ***pick up the key*** 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.

