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? Yes ____ No ___

If YES, you will need to complete the Alcohol Permit form

USER FEES

Facility rental $125.00 (Check _______) Kitchen Only Rental available for $10.00 per hour (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.
- 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 gmcity@gmtel.net or by fax to 563-847-2190

PICKING UP YOUR KEY! & RETURNING FORMS

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. Please return the form and deposit to City Hall P.O. Box 206 Grand Mound, IA 52751

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(Please read carefully before signing)

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.

______________________________ ______________________________

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