

# Parkside Activities Center

## Meeting Room Rental Agreement / Contract

Name (RENTER): \_\_\_\_\_ Today's date: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact phone number: \_\_\_\_\_

### RENTAL PERIOD / PAYMENT

Rental Rates:

- \$75 per hour
- \$200 per (4) four hour block
- \$325 per (8) eight hour block
- \$375 Friday or Saturday night 5 pm – 1 am
- \$575 all day Friday or Saturday

Rental Availability

- Monday through Thursday 8 am – 9 pm
- Friday 8 am – 1 am
- Saturday 8 am – 1 am
- Sunday 8 am – 4 pm

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_

City Use Only:

Total Rental Amount \$ _____				
Non-refundable booking deposit \$50.00 (Applied to rental amount)				
\$ 200.00 deposit (Fully refundable if conditions are met)				

**GENERAL TERMS & CONDITIONS:**

- Rental rates are the same for all groups and individuals.
- The City reserves the right to refuse to rent the building to any group or individual.
- To book the room, a non-refundable deposit in the amount of \$50.00 is due.
- The full amount of the rental fee must be paid at City Hall no later than seven days prior to the event date. If full payment isn't received by that time then the date will be re-opened for other people to book. \_\_\_\_\_
- Once full payment is made and once within seven days prior to the event the full amount is non-refundable. \_\_\_\_\_

- Rescheduling is considered the same as a cancellation. If an event is cancelled within seven days of the event date no refund is given. If the event is cancelled prior to seven days of the event date then all but \$50 of any money paid to secure the rental period will be refunded. \_\_\_\_\_
- The \$50 deposit is non-refundable. The \$200 deposit is fully refundable if all contract and cleanup conditions are met. \_\_\_\_\_
- Maximum occupancy of the meeting room is 275 plus 45 auxiliary room = 320. \_\_\_\_\_
- Smoking is not permitted anywhere at the Parkside Activities Center. \_\_\_\_\_
- Rental must include all time needed to “set up and take down” the room. It is the Renter’s sole responsibility to set up and take down the room. There are up to forty 60” round banquet style tables and up to ten rectangular 8’ tables available for use as needed. \_\_\_\_\_
- A view screen, projector, and lectern are available during the rental period at no additional cost.
- No tape, nails, tacks, or anything that can potentially cause damage is permitted on any walls or floors.
- Children must be supervised by a responsible adult at all times.
- Certain dishware is available for use – all kitchen items including dishware must be thoroughly cleaned after use.
- When through with the rental please turn off all lights.
- If Renter occupies room beyond the agreed upon time the City reserves the right to charge \$75 per hour plus any other costs as necessary due to another party having to delay or cancel their event. \_\_\_\_\_
- No open flame candles (candles in a glass jar, lantern jar, or other similar device are permissible). \_\_\_\_\_
- Renter shall not use the premises in any way that will unreasonably annoy occupants of adjacent properties or tenants within the Parkside Activities Center. Should such an incident arise the City of Wellman reserves the right to immediately cancel/revoke the room rental and no refund will be given. \_\_\_\_\_

#### FOOD & BEVERAGE

- If alcoholic beverages will be offered it is the sole responsibility of the renter to obtain any necessary and appropriate alcohol/liquor licenses from the State of Iowa Alcoholic Beverages Division. Their contact phone number is 866-469-2223. \_\_\_\_\_
- A kitchen is available for your use; however, it must be completely cleaned after the rental. If catering is needed it is the Renter’s responsibility for ordering, delivery coordination, payment, and clean up of catering services. The City does not sponsor any catering companies but a list of local caterers is available upon request. \_\_\_\_\_

Renter agrees to defend, indemnify, and hold harmless the City of Wellman, the Washington YMCA, and Sunrise Child Care from any and all liability for injury to persons or damage to property occurring during, or arising out of, occupancy and use of the building or grounds by Renter. Renter further agrees to pay for any and all damage to the facility, building, equipment, and furniture at the Parkside Activities Center should such items be damaged or become missing during, or arising out of, occupancy and use of the building or grounds by Renter or any guests of Renter.

I acknowledge and agree to all terms in this Meeting Room Rental Agreement / Contract. I further agree that I am at least (18) eighteen years of age and that I will be personally financially responsible for any damage to the facility itself or the contents of such.

**THIS IS A CONTRACT – READ THOROUGHLY BEFORE SIGNING**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_