

PARKSIDE BANQUET HALL RENTAL AGREEMENT / CONTRACT

Parkside Activities Center - 525 13th Street – Wellman, Iowa 52356

Office: 319-646-2154 website: www.cityofwellman.com email: utilityclerk@wellman.com

Mail Checks to: City of Wellman - PO Box 129 - Wellman, IA 52356

Applicants Name: _____ Current Date: _____

_____ Rental Date: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Phone Number(s): _____ Email: _____

Alternate Contact Information: _____

If decorating prior to the event – Specify time needed: ** _____ **

Decorating must be completed during the operating hours of the YMCA

Specific Time of Event: _____ Type of Event: _____

| FEES | \$ AMOUNT | FORM OF PAYMENT | DATE PAID |
|-------------------------------|-----------|-----------------|-----------|
| RESERVATION DEPOSIT | | | |
| RECEPTION RENTAL FEE | | | |
| MISC. EVENT HOURLY FEE | | | |
| SPECIAL/ADDITIONAL HOURLY FEE | | | |
| EVENT CLEANING FEE | | | |
| SECURITY | | | |
| DAMAGE DEPOSIT | | | |

GENERAL TERMS & CONDITIONS

1. **INSURANCE:** Renters must provide a "Proof of Insurance" certificate that specifically covers the event, names the City as additionally insured (up to \$1 million), and includes alcohol/liquor liability if alcohol/liquor is going to be present during the rental. The certificate form is due seven (7) days prior to the event.
2. **ALCOHOL REGULATIONS:** Alcohol may be consumed without a license when there is NO monetary exchange for the beverage. If alcoholic beverages are offered free, the Renters will:
 - Not serve or allow others to serve alcohol to a minor
 - Not serve anyone who is obviously intoxicated
 - Not allow any guests to take alcohol outside the Banquet Hall
 - If alcohol is offered for a monetary exchange, 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. The contact phone number is (866-469-2223).
 - Alcohol permits must be prominently displayed during the event.

GENERAL TERMS & CONDITIONS (CONTINUED)

3. **SECURITY:** *Hired Security will be required, as determined by the City, if alcohol is being served at the event. This would be an additional fee added on to the rent.* Security personnel will be hired by the City, at \$100.00 per hour for a minimum of 4 hours, this will include 2 officers.
4. **LIABILITY:** Renter agrees to defend, indemnify, and hold harmless the City of Wellman, Wellman/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.
5. **RESERVING:** To book the Banquet Hall, a \$300.00 Reservation Deposit is due at the time of making the reservation. ***The deposit is required to hold the facility reservation and will be credited towards your total reservation fee.
6. **CANCELLATIONS:** There will be a \$100.00 fee for cancellations made 60 days or more prior to an event. Forfeiture of the full reservation deposit will be made for cancellations made fewer than 60 days prior to an event.
7. **PAYMENTS OF FEES:** Payments of fees are due in FULL thirty (30) days prior to the event. Banquet Hall use will not be allowed without full payment. **Checks should be made payable to The City of Wellman.** A \$25.00 fee will be charged for all returned checks.
8. **DAMAGE DEPOSIT:** A Damage Deposit of \$300 is due when the full and final amount of Fees is paid. The Damage Deposit will be held until after the post-event inspection is completed. The inspection will determine if a refund will be granted. If there is damage or extra cleaning needed and it were to exceed the deposit amount the applicant will be held responsible and damage costs will be billed to the applicant.
9. **WALK THROUGH:** It is required that an appointment be made to schedule a walk through and clarification of any of the above guidelines, 3-5 days prior to the Rental date. This walk through must include the designated responsible person(s) for the Rental and a City employee. The Building Staff person and the designated responsible person(s) will also conduct an inspection post-event to determine if there is any damage or if there is additional cleaning above the normal needed. The post –event inspection will determine if and how much of the damage deposit will be returned to renter.
10. **ATTENDANT:** There will be a building Staff person available at all times during your rental.
11. **DECORATING:** No tape, nails, tacks or anything that can potentially because damage is permitted on any walls or floors.
12. **SUPERVISION:** Children must be supervised by a responsible adult at all times.
13. **RITE OF REFUSAL:** The City reserves the right to refuse to rent the building to any group or individual.
14. **CANDLES:** No open flames are permitted. Candles are allowed in a glass hurricane chimney, jar, or floating.
15. **SMOKING:** Smoking is not permitted anywhere at Parkside Activities Center.
16. **PETS:** Pets of any kind are not permitted in the building. Official Service Dogs are the only animals allowed in the facility.

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(s): _____ Date: _____

FEE SCHEDULE

RECEPTION \$1400.00

(Maximum Seating Capacity = 320)

(Maximum - 10 hrs/day of event – must end the event, clear all tables, bus dishes to the kitchen, remove all personal items, bag trash and place it in the dumpster, and exit the building no later than 12:30am)

*** Decorating can be done before the event at no extra charge, during the normal operating hours of the YMCA.

RECEPTION RENTAL INCLUDES:

- Building Staff to be present at all times of event.
 - Cleaning Crew following the event.
 - A Kitchen is available for Renter's use. (see list of Building Rental Items) If catering is needed it is the Renter's responsibility for ordering, payment, and coordinating the delivery times with their caterer. The City does not sponsor any catering companies.
 - Dance Floor
 - Tables and Chairs (see list of Building Rental Items)
 - Wi-Fi (available upon request)
 - Outdoor Patio
 - Power Point Projector – Screen – Lectern - Wireless Microphone - Integrated Sound System
 - Men's and Women's Bathrooms
-

MISCELLANEOUS EVENTS \$ 125.00 PER HOUR

(Maximum Seating Capacity = 320)

MISC. RENTAL INCLUDES:

- Building Staff to be present at all times of event.
- A Kitchen is available for Renter's use. (see list of Building Rental Items) If catering is needed it is the Renter's responsibility for ordering, payment, and coordinating the delivery times with their caterer. The City does not sponsor any catering companies.
- Dance Floor
- Tables and Chairs (see list of Building Rental Items)
- Wi-Fi (available upon request)
- Outdoor Patio
- Power Point Projector – Screen – Lectern - Wireless Microphone - Integrated Sound System
- Men's and Women's Bathrooms

The Renter will be responsible for the set-up, take down and cleaning after their event. The tables and chairs will need to be cleaned and stored in appropriate storage room. All dishes need to be cleaned and replaced in appropriate cabinets and dishwasher emptied. Kitchen counter tops, refrigerator, freezer, stove and ovens wiped cleaned. Garbage placed in outside dumpster and garbage cans relined. Kitchen and dance floor swept and mopped and Hall vacuumed. Patio area cleaned off as necessary. If kitchen towels were used, put the dirty ones in the bucket under sink.

*** Renter's can choose the Cleaning Option if they do not want to be responsible for all of the cleaning after their event.

EVENT CLEANING FEE: \$250.00 Per Event

SECURITY: \$100.00 Per Hour (Minimum 4 hrs.)

PARKSIDE BANQUET HALL ITEMS THAT ARE AVAILABLE WITH THE RENTAL

BANQUET HALL

45 – 60" Round Tables
10 – 30" x 96" Tables
340 – Chairs
Dance Floor (670 square feet)
Wi-Fi (available upon request)
Power Point Projector
Lectern
Wireless Microphone
Integrated Sound System

OUTDOOR PATIO (Located outside the North doors of the Banquet Hall)

Size ????

KITCHEN

| | |
|------------------------------|---------------------------------|
| 2 – Oven/Stoves | 1 – Microwave |
| 1 – Commercial Refrigerator | 1 – Commercial Upright Freezer |
| 1 – Commercial Dishwasher | 2 – Large Coffee Pot (100 cups) |
| 338 – Coffee Urns | 8 – Coffee Carafes |
| 328 – Large Drinking Glasses | Salt and Pepper Shakers |
| Serving Trays | Misc. Cooking Utensils |
| Misc. Serving Baskets | Table Bus Tubs |
| Large Mixing Bowls | 19 - Water Pitchers |
| Bus Carts | |

320 – Complete Place Settings (Includes: Dinner Plate, Salad Plate, Soup Bowl, Cup & Saucer, and Silverware)