

West Liberty Community Center Rental Agreement Contract

1204 N. Calhoun Street, West Liberty, IA 52776

Director@wlcommunitycenter.com

319.627.4234

www.wlcommunitycenter.com

Failure to abide by the terms and conditions of this agreement may result in loss of Damage deposit.

Payment Policy:

Initials: _____

A **non-refundable** deposit in the amount of 50% of room rental fees (with a minimum of \$____) is due at the time the reservation is made. Balance of ALL room rental fees and ALL additional monies must be paid at least one month prior to the event. If they are made later than this, they must be paid in cash and a 20% late fee will be assessed on funds owed. Refer to the price sheet for a list of deposit rates, damage deposit rates and rental rates and terms.

Damage Deposit:

Initials: _____

WLCC reserves the right to withhold partial or entire damage deposit.

Damage deposit will be refunded in full if Contract Holder complies with all terms and conditions of this agreement and leaves the facility and property in the same condition as prior to the usage. Any damage not covered by damage deposit will be pursued.

Loss of damage deposit includes, but is not limited to:

- Breaking rules of signed contract
- Building damage inside or outside (including playground next door)
- Lack of cleaning from Contract Holder or Excessive cleanup (especially the carpeted areas)
- Restroom damage
- Smoking inside the WLCC
- Carelessness on the part of the attendees or service providers
- Use of illegal drugs or unauthorized alcoholic beverages by Contract Holder or their Guests
- Water damage from coolers or kegs
- Damage to kitchen or kitchen appliances
- Damage from use of prohibited items when decorating
- Damage to tables/chairs from misuse
- Use of glitter

Hours of Operation:

Initials: _____

All events at the WLCC are required to be over at 12:00 midnight. At midnight, lights must be turned on and the clean- up process begins. Contract Holder and guests have **one hour** to remove personal items and do required cleaning. If additional time is needed (due to the number of personal items or limited amount of help during cleanup), Contract holder should plan accordingly and stop the event prior to midnight.

Daycare Playground:

Initials: _____

\$100 trespassing/damage deposit for playground

No WLCC patrons or guests have permission to access the playground at the Day Care Center

If persistent issues occur, forfeiture of the trespassing deposit along with costs for clean up or any damage will occur as well as potential contact to authorities.

Cancellation Policy:

Initials: _____

In the event of a cancellation, the Contract Holder forfeits the non-refundable deposit. Refunds of additional rental fees paid beyond the deposit are refundable if cancellation occurs more than six months prior to the date scheduled.

Decorating:

Initials: _____

No glitter of any kind is allowed to be used in the facility. Use of glitter may result in loss of damage deposit.

Nothing shall be taped, stapled, pinned, or affixed to the walls, ceiling or stage. Hooks are available to use for decorating purposes. **No fog, bubble, or smoke machines are allowed in the WLCC**

Cleaning:

Initials: _____

It is the responsibility of Contract Holder to remove all personal and decorating items **immediately after your event is over.** At the end of your events allotted time (no later than midnight), lights must be turned on and the clean- up process begins. Contract Holders have **one hour** to remove personal items and do required cleaning. If additional time is needed (due to the number of personal items or limited amount of help during cleanup), Contract holder should plan accordingly to guarantee all cleaning is done and everyone gone within allotted time (no later than 1am) so that our staff can get the facility deep cleaned and ready for the next day. Additional time will result in additional fees. Tables must be cleared off and empty any liquid from cans or cups before throwing them in the trash. Failure to do this may result in damage to floors and would jeopardize damage deposit refund. Large items on the floor must be picked up so staff can vacuum. Spills on the floor must be cleaned up immediately to prevent damage to the floors or carpet. Notify staff of any observed spills during or after the event. Our staff will wipe down tables and chairs before putting away and vacuum.

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Alcoholic Beverages:

Initials: _____

At this time, you are allowed to provide your own alcohol (beer or wine only - NO GLASS BEER OR POP BOTTLES ALLOWED)

Security is required whenever any alcohol is served. A waiver of this policy may be granted for small events.

WLCC reserves the right to restrict the amount of any approved alcohol beverages served. No alcohol may be carried out of the building or off the patio during your event. No alcohol served out of vehicles in the parking lot.

If misconduct occurs due to consumption of alcohol, WLCC has the right to call local authorities and shut your event down immediately. If this is done, all rental and deposit funds would be forfeited.

New Bar:

Initials: _____

The WLCC is in the process of adding a full-service Bar to our facility. Once Bar is operational, you will NO LONGER be able to provide your own alcohol. All Alcohol will need to be purchased from the WLCC. Pricing will be provided prior to your event. By initialing and signing this document, you agree to this, and your contract pricing will be adjusted accordingly prior to event.

Security:

Initials: _____

Security is mandatory when alcohol is served. Security expense is the responsibility of the Contract Holder. The WLCC will arrange security personnel and cost to be passed on to the Contract Holder. Depending on the number of guests and alcohol served, one or two security personnel is required during the times that alcohol is being served (minimum of 4 hours). If alcohol is served at a small event, it is up to the Board of Directors of the WLCC to decided if security can be waived.

Kitchen:

Initials: _____

Kitchen MUST be reserved any time food is being served. There is an additional charge for kitchen (In addition to room rent) whenever food is served. You are allowed to bring in your own food or hire a caterer of your choice. Dishes can be rented from WLCC. **Kitchen MUST be cleaned by end of event and counters wiped off**
Any food or beverages remaining after the event will be disposed of.

Multimedia Equipment:

Initials: _____

The WLCC has a state-of-the-art sound system that **must be CONTROLLED BY MANAGEMENT ONLY.** We also have a projector and screen available for use with certain room rentals.

Guests

Initials: _____

Contract Holders are responsible for the actions of their guest and any incident resulting from consuming alcohol beverages during your event. **Children need to remain in your rented room(s)and have adult supervision at all times**
No guns or weapons of any kind allowed on premises.

BANNED SUBSTANCES:

Initials: _____

The use tobacco and tobacco products, illegal drugs, non-approved liquor is prohibited.

Contract Holders agree to hold harmless the Community Center Board of Directors, Management or employees for any loss, destruction or accidents resulting from renting the Community Center. By signing below, I agree to all the terms above and acknowledge receiving a copy of this contract.

Manager Signature

Date

Contract Holder Signature

Contract Holder Print Name

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DATE OF EVENT: _____ **Type of Event:** _____

Contract Holder Name: _____

Address _____ **Phone** _____

Email _____

Room (s) RENTED: _____

Anticipated Number of Guests _____ **RENTAL CHARGE*** _____

Alcohol Served** : YES or NO Time? _____ **SECURITY CHARGE:** _____

Food Served: YES or NO **KITCHEN CHARGE:** _____

Patio Requested: YES or NO **PATIO CHARGE:** _____

Total Hours (include set up/clean up) _____ **EXTRA RENTAL HOURS:** _____

Hours of Event: _____ **DAMAGE DEPOSIT:** _____

Day 1 _____ **PLAYGROUND DAMAGE:** _____

Day 2 _____ **EXTRA RENT:** _____

TOTAL CHARGE: _____

*50% of rental charge due at time of booking – this fee is non-refundable (will be applied to rental charge).

* The WLCC is in the process of adding a full-service Bar to our facility. Once Bar is operational, you will NO LONGER be able to provide your own alcohol. All Alcohol will need to be purchased from the WLCC.

This agreement is made between the Contract Holder and the West Liberty Community Center (hereby known as WLCC) on the following terms and conditions. Failure to abide by the terms and conditions of this agreement may result in loss of Damage deposit. By signing this agreement, I hereby acknowledge and agree to the above rates, the terms detailed below and on pages attached and acknowledge receiving a copy of this document.

Date _____

_____ Contract Holder

Date _____

_____ WL Community Center Representative

Date Paid	Check #	Cash	Other	AMOUNT PAID
TOTAL PAID				

DAMAGE DEPOSIT RETURNED:		
Date Returned	Check #	Amount Paid

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OTHER EVENT NOTES:

NUMBER OF TABLES REQUESTED:

RENTAL ITEMS: