**WAUCOMA EVENT CENTER**

**USE & RENTAL POLICY AGREEMENT**

Waucoma Community Development Group

PO Box 5, Waucoma, IA 52171

Marlene Klemp, 563-380-6528

Email: waucomaeventcenter@gmail.com

Updated December 2018

**I. Introduction**

Thank you for selecting the Waucoma Event Center! The Event Center is operated and managed by the Waucoma Community Development Group under the policies and guidelines established by the Board of Directors. We are a non-profit group set up to manage the Waucoma Event Center. The Waucoma Event Center is for general community use and rental.

**II. Waucoma Event Center Information**

The Waucoma Event Center is 8600 square feet, is smoke free, air conditioned and completely handicapped accessible. **The building and premises are subject to 24-hour video surveillance.**

The Waucoma Event Center contains two rental rooms and a full kitchen with a walk in cooler. The Great Room will seat up to 500 people. The Brannon Room (dedicated in the name of the Brannon Family who donated the land for the Event Center) is located on the south side of the building. This room used for smaller events will seat between 50 and 70 people.

**III. Rental Charges/Damage Deposit**

A list of the rental charges is included in the Fee Schedule. In addition to the rental fee(s), a security deposit of $300 by cash/check is required for the use of the whole Event Center / Great Room, a security deposit of $150 by cash/check is required if you are only renting the Brannon Room, or the kitchen. The rental fee(s) plus the security deposit will be the total lease amount. Upon inspection of the premises, the security deposit will be shredded or refunded within thirty (30) days after the scheduled event, if the premises are found to be in the same original and clean condition as found prior to the event. The inspection will be conducted before any other event is held in the rented area. The Waucoma Community Development Group reserves the right to retain part or all of the security deposit to pay for any costs of repairs or cleaning made necessary by the renter’s use of the facility. **The liability of the renter shall NOT be limited to the amount of the damage deposit.** The liability of the renter shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter on the premises.

**IV. Reservation Procedures**

Reservations can be made with Marlene Klemp @ (563) 380-6528 or in person by appointment. Tentative phone reservations will be held up to two (2) weeks, at which time a signed lease, the rental fee and security deposit is due. (If you can’t pay it in full, half the rental fee may be paid at time of rental with the balance of rent and the security deposit due 6 months prior to your event.) The renter may not sublet the facility, nor may the application be transferred or assigned. All renters must be at least 21 years of age and have a valid ID at the time of leasing.

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**V. Cancellation of Rentals and Refunds**

If reservation is cancelled more than 6 months prior to the scheduled rental date, the Development Group will refund the lease amount paid. If the reservations are cancelled for any reason less than 6 months prior to the scheduled date, the Development Group shall retain the entire rental amount. You will be refunded the security deposit. Failure to pay full rental fees and security deposit no later than 6 months prior to the event will result in forfeiture of the rental fee and the reserved lease date shall be cancelled.

Under certain conditions, the Waucoma Community Development Group may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the Waucoma Community Development Group shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The Event Center secretary will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the Event Center by the renter shall be refunded to the renter if the reservation is cancelled by the Waucoma Community Development Group for any of the above reasons.

**VI. Hours of Use**

The Waucoma Event Center is available for rent any day of the week, Monday through Sunday. The Event Center will open no earlier than 6:00 a.m. and will close no later than 2:00 a.m. Following the event, 1 hour or up to 3:00 a.m., the renter will be allowed time to gather their personal items and equipment. The center must be completely cleaned per check-out sheet the day of your event or by 9:00 AM the day following a $800 rental event. Failure to have the Event Center cleaned the day of your event or by 9:00 AM for a $800 rental may result in loss of some of your security deposit. It will be at the discretion of the Waucoma Community Development Group, and availability of cleaning staff, if the Event Center will be available on holidays. If the Development Group approves rental on a holiday, the normal rates will be charged.

**VII. General Policies**

**The renter is responsible for enforcing the policies of the Waucoma Event Center. The renter agrees to follow these policies:**

1. Comply with all City Ordinances, Iowa State Statutes, Federal Laws and the established rules for use which apply to authorized use of the Event Center.

2. Supervise the conduct of the participants at their event.

3. This is a smoke free facility. Damages such as cigarette burns or smoke damages will be charged to the renter.

4. Illegal gambling is prohibited.

5. Stag, stagette and other actives as defined in Chapter 128 of the City Code are prohibited.

6. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.

7. Disorderly conduct of participants is prohibited.

8. The renter shall discourage participants from consuming alcohol more than would normally happen at a typical family gathering when children are present.

9. All persons and any equipment not owned by the Event Center must leave the Event Center at the end of the contracted time. No items from the event are to be left after the rental event. The Waucoma Community Development Group is not responsible for items that have been left here during setup the day before or left behind after the group has exited the facility.

10. Children must be under the direct supervision of an adult at all times.

11. The lease holder shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups.

12. Leave facility and **parking lot** in a clean and orderly fashion.

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13. Renters will be fully responsible for any damage to the facility or equipment.

14. Any damage to the facility or equipment must be reported as soon as possible to Waucoma Community Development Group.

**15. Trash should be placed in the dumpster outside the south side of the Event Center. Even if you hire us to clean, you are still responsible for taking out your garbage following your event.**

**16. Renter agrees that no decorations, lights, banners or signs can be taped, pinned or affixed to the walls, ceilings or windows**.

17. Candles are permitted, but must be in a container/holder of sufficient size for the candle so wax does not drip onto the tables, linens, and/or floor.

18. Absolutely no sitting on the tables, you are also responsible to keep guests from sitting on tables.

19. No fireworks, firecrackers, chinese lanterns or anything of the sort on the premises.

**VIII. Violation of Policies**

The Waucoma Community Development Group reserves the right to end any event early if policies are violated. A violation of these policies may result in a withholding from your security deposit and may also result in the denial of future use of the Event Center. **We reserve the right to keep your security deposit in full if you bring in alcohol or unauthorized beverages.**

**IX. Set-Up**

Renters are responsible for setting up themselves. Clean up of tables and chairs will be done by the Event Center staff if you have paid for cleaning, otherwise you are responsible for putting away the tables and chairs like you found them. The bar will not be used for serving anything other than beverages. No food service will be done from the bar counters.

**X. Clean-Up (If you have not paid for cleaning)**

The renter is responsible for the following:

1. Place all garbage into the dumpster **(This must be done even if you have paid for cleaning)**

2. Remove all decorations and personal items from the facility.

3. All liquids should be poured down the drain and not placed in garbage cans.

4. Tables shall be cleaned with the provided cleaner and dried with a clean towel.

5. Floors shall be dry mopped, spills should be wet mopped with sticky residue being cleaned or scraped.

6. Bathrooms should be picked up and clean.

7. Patio should be cleaned if used.

8. Kitchen counter tops, cupboards, sinks and dishwasher should be cleaned if used. Kitchen floor should be wet mopped.

Failure to follow these cleaning guidelines may result in a withholding from your damage deposit.

If you choose not to clean you may pay a cleaning fee at the time of rental.

**A cleaning check out sheet will be provided.**

**XI. Security at the Event**

The Waucoma Event Center may, at their discretion, require security for events. Security will be provided at a charge (the officer cannot be a guest at the event). The renter will be responsible for paying this charge at the same time you pay the basic facility rental charge. When it is determined that security is necessary at the event, the fee cannot be waived.

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**XII. Notice of Responsibility/Liability**

The Waucoma Community Development Group is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The Waucoma Community Development Group is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws. Likewise, the Waucoma Community Development Group is not responsible for the conduct of any persons or businesses hired by you to work at the event, including, but not limited to, food caterers, decorators or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate the Waucoma Community Development Group for all damages to the facility, equipment or other property owned by the Event Center incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death caused by participants at the scheduled event. Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the Waucoma Community Development Group in any legal action regarding such matters.

**XIII. Alcohol Policy**

**No alcohol may be brought into the Waucoma Event Center**. **We reserve the right to keep your security deposit in full if you bring in alcohol or unauthorized beverages.** Alcoholic beverages and pop/bottled water or set ups can be purchased from the Waucoma Community Development Group. We will provide bartenders/servers to serve alcoholic beverages. You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited. Alcoholic beverages will be served on a cash only basis to customers. Absolutely no drinking of alcoholic beverages will be allowed in the parking areas! Only Event Center staff will be allowed behind the bar! Alcohol prices are subject to change.

**XIV. Fee Schedule (June 2018)**

Brannon Room: $ 75.00 per event, $150 security deposit by cash/check is required

Kitchen: $75.00 per event if used alone or with the Brannon room, $150 security deposit required

Great Room: Security deposit of $300 by cash/check is required

* $800.00 for wedding and/or reception package which includes the day before & day after until 9:00 a.m., the stage for your head table and we do the required cleaning following your event
* $450.00 for money making events such as shows, auctions, sales or fundraiser dinners. This includes the day before for set up.
* $200.00 for graduation receptions, family reunions, anniversary parties, meetings, funeral meals and/or wakes (only $100 if you book your event on a Sunday)
* $100 for use of full stage (36’ x 8’)
* $75.00 for an extra day for set up
* $150 cleaning charge for $200 rental if you choose to have us clean following your event
* $0.50 per place setting rental (silverware, glasses and/or plates)
* $30.00 non-sufficient funds fee

Non-Profit Fees: To be determined by the Waucoma Event Center board of directors.

**Please keep this contract to refer to and return the following signature page to us.**

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**Waucoma Event Center Rental Contract Signature Page (Dec. 2018)**

Dates needed for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) to appear on rental agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride & Grooms name if a wedding rental:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you wish to have the bar open at your Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you do the cleaning following your Event?\_\_\_\_\_\_ (included in wedding package)

Would you like to use the stage?\_\_\_\_\_\_\_\_\_\_ (included in wedding package)

**By your signature below, you agree that you have been given a copy of and read the Waucoma Event Center’s Use and Rental Policy Agreement, understand it, and agree to abide by its terms. The undersigned hereby certifies the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the premises and property and holds the Waucoma Community Development Group harmless for all liability resulting from use of facility. The undersigned is at least 21 years of age.**

Signature (s) of renter (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Waucoma Event Center Rep:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mail this page only with your check payable to:**

**Waucoma Community Development Group or WCDG, PO Box 5, Waucoma, IA 52171**

**\*\*OFFICE USE ONLY\*\***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Check # | Rent or  Wedding | Stage | Cleaning | Extra Day | Deposit | Held/cashed | Return/Shred |
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| Total |  |  |  |  |  |  |  |  |

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