

CITY OF MOVILLE COMMUNITY CENTER (3-day) RENTAL AGREEMENT

The City of Moville, hereafter known as the Owner, does hereby agree to rent

the Moville Area Community Center to _____;

hereafter known as the Renter for use on the following dates _____ – _____
provided the Renter agrees and adheres to the following provisions, rules and regulations:

1. Arrangements to rent any portion of the Community Center are made with the City Clerk.
2. Rental fee and deposit **must** be paid at the time of booking and signing this agreement. Alternative payment arrangements can be made with the city clerk upon request. The \$250 damage deposit is non-refundable and **must** be paid to reserve the Community Center for the date of the event.
3. Decorations shall **not** be attached to the walls or ceiling tiles. No tabletop candles are to be used due to burn marks on the tables. Battery operated tea-lights only on tables.
4. **NO SMOKING** allowed inside the Community Center.
5. No glass containers are allowed during any dances.
6. Coffeepots, drink dispensers, servers and water pitchers must be washed and put away properly by Renter.
7. Renter is responsible for the following at the end of your event:

All tables must be wiped off and put away on racks in the west closet. Fill up the rest of this closet with stacked chairs (9 high). Remaining chairs should be stacked on the southeast corner wall (9 high). All dishes must be cleaned, dried then put away in their respectful place. All counters shall be wiped off and free from spills and stains.

8. Renter is responsible for removing all trash the same day as the event. All trash must be properly deposited inside the dumpster located on the north side of the building.
9. Renter will be responsible for any damage that is above and beyond normal wear and is attributable to the use by the Renter. An invoice will be sent to the renter for any damage occurring beyond the \$250 deposit.
10. Renter must request a bartender and give specific times of operation. Last call will be 30 minutes before bar is officially closed and the bar will be closed by 11:59pm at the latest.
11. **No alcoholic beverages** may be brought into the building while bartender is on duty. Arrangements for the bar are made with City Hall (712) 873-3545. Drink orders must be placed three weeks prior to your event to ensure ample delivery time. **The City of Moville operates the bar and reserves the right to shut down the bar at any time for any reason.**
12. If you need to use the room divider wall, please contact City Hall in advance at 712-873-3545 to have it put out. Please DO NOT attempt to do this yourself as it may cause damage to the floor and/or walls.

13. Refund Policy: The full rental amount is due upon booking; any cancellation made no later than 10 days after the booking date or 30 days prior to the event will receive a full refund. Cancellation after that time and will not be granted a refund.

To the fullest extent permitted by law, Renter agrees to defend, pay in behalf of, and hold harmless the City of Moville, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Moville, its elected and appointed officials, employees, volunteers or all others working on behalf of the City of Moville, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of City of Moville and/or in any way connected or associated with this contract.

I do hereby agree and enter into this contract with full knowledge and agree to the above provisions. Any violation of the above provisions shall warrant closing of the Moville Area Community Center on said date.

Renter Full name and mailing address:

Phone: _____

RENTAL FEES

Large Room + Small room 3-day reception..... \$1,000 _____

Deposit – required..... \$250.00 _____
(non-refundable)

Total Paid: \$ _____ cs/ck

Bartender requested..... yes _____ no _____

Date and Time of bar operations..... date: _____ / _____ / _____ time: _____ : _____ to _____ : _____

Accepted by the City of Moville

DATE

Michaela Peterson, City Clerk or Anna Brever, Deputy Clerk

Call City Hall at 712-873-3545 to schedule a time to pick up the keys.