

City of Griswold

Rental Contract for the Griswold Community Building

603 2nd Street, PO Box 760, Griswold, Iowa 51535

Reservation Phone 712-778-2615 and Fax 712-778-2619

EVENT INFORMATION

Name of Party Renting the Building _____
Mailing Address _____
City _____ Zip _____ Telephone _____
Estimate of People Attending _____ (400 Max Capacity - seating for up to 300)
Opening the Building: Weekend events will call the office during business hours To get the key code for unlocking the door
Closing the Building: _____
Type of Event _____
Date (s) of Event _____

Reservation Deposit _____ *Applied to total cost of rental fee*

Remainder of Rental Fee _____

Damage Deposit (required) _____ *Refundable as long as building is left clean and undamaged*

Use of Rented Space the Day Before _____

Use of Rented Space the Day After _____

Set Up Fee (if applicable) _____

Bar use

TOTAL DUE: _____

The Reservation Deposit (\$50) is due at time of making your reservation. All other fees are due no later than ten (10) days before your event.

ROOM SELECTION AND FEES

Whole Building **400 Max Capacity - Seats approximately 300**

_____ Weekend: \$300

_____ Weekday: \$250

Large Room **Seats approximately 225 using the dance floor**

_____ Weekend: \$225

_____ Weekday: \$200

Those with a 51535 Zip Code will receive a 25% discount on the rental rates

Small Room **Seats approximately 75**

_____ Weekend: \$75

_____ Weekday: \$50

Damage Deposit

_____ Whole Building: \$100 *Required for all rentals

_____ Large Room: \$100 *Required for all rentals

_____ Small Room: \$100 *Required for all rentals

The Community Building bar is operated by the Griswold American Legion Post #508. At least thirty (30) days or more before your event, **you are responsible for contacting Kenny Robberts, 712-778-4445**, to arrange for the bar to be available.

Additional Options

_____ Use of the rented space the day before an event: **1/2 of event rental**

_____ Use of the rented space the day after an event: **1/2 of event rental**

_____ City staff to set up **small room** \$25

_____ City staff to set up **large room** \$50

_____ City staff to set up **entire building** \$75

The Reservation Deposit is due at time of making your reservation. All other fees are due no later than ten (10) days before your event.

For pricing purposes: Monday - Friday weekday rate

 Saturday and Sunday weekend rate

DEPOSITS AND RENT

All **DATE RESERVATION DEPOSITS** are due when reservations are made. The Community Building will be rented on a first come, first serve basis. **The date reservation (\$50- that goes towards the total rental fee) deposit is required to reserve the Community Building.** The date will be held for twenty-four (24) hours. If a Renter requests a rental and no rental deposit has been made, and another enter requests a rental for the same date and has the rental deposit, if twenty-four (24) hours has passed and the rental deposit has not been received from the first request, the second request will be accepted for the rental date.

The date reservation deposit will be applied to the total cost of the rent. **The date reservation deposit will be returned in full if the event is cancelled more than ninety (90) days in advance of the reserved date. No deposit will be returned if the reservation is cancelled less than ninety (90) days before the reserved date.**

A **DAMAGE DEPOSIT** is required as security for surrender of the premises in as good condition as at the beginning of the lease term.

The damage deposit, if in the form of a check, will be cashed by the City of Griswold. The damage deposit will be returned to the renter within **fourteen (14)** working days after a walk through has been completed and the cleaning and damage checklist completed to the satisfaction of the City Clerk.

RULES AND REGULATIONS

- The building will not be left unattended while unlocked.
- No alcoholic beverages shall be brought into the Community Building. The Griswold American Legion Post #508 has the exclusive rights to operate the bar. Any violation of this rule will result in forfeiture of the damage deposit.
- Smoking will not be permitted within the Community Building. Smoking is permitted in designated areas. You, as the renter, do not have the authority to change the designated smoking areas.
- No animals, except Seeing Eye or other therapy dogs, will be allowed in the Community Building.
- Decorations may not be affixed to the walls, ceilings, or woodwork. All balloons must be anchored. Only drip-less candles are allowed. Tables and chairs may not be removed from the building. Rice, confetti, silly string, and birdseed are all banned from the Community Building. Bubbles are permitted. Sandbags are not allowed to anchor balloons. Water beads are permitted and must be picked up by hand. At NO time will the beads be vacuumed up. Damage occurring to the building or vacuums will result in the City keeping your damage deposit.
- The Renter is responsible for ensuring the Community Building is left in the same condition that it was found in at the start of the rental. The City representative will examine the Community Building after each event to determine whether the damage deposit should be refunded.
- In the event that the Renter is allowed until noon of the day after the event to complete the cleaning, it must be finished no later than noon. If it is not, the Renter forfeits the damage deposit in full, and the City will clean the facility.
- The City is not a party in the transaction for cleaning services. Finding someone to clean is the responsibility of the Renter.
- In renting the Griswold Community Building to you, the City has the right to control the management of it and the right to enforce all necessary and proper rules for its management and operation. The City through its authorized agents and employees may enter the premises, at any time and on any occasion.

- The Cass County Sheriff's Department may be notified by the City of Griswold for large events, and events where alcohol will be served. Sheriff's Department Deputies may enter the Community Building at any time to ensure the safety and welfare of the people within.
- In no event shall the occupancy limit of 400 people, as set by the Fire Marshall, be exceeded.
- No fog machines, smoke machines, theatrical smoke, fireworks or similar items or devices are allowed for use in the Community Building. If the fire alarm goes off, the building must be evacuated and 911 must be called for immediate Fire Department response. No one shall re-enter the building until Fire Department permission is given. If the Renter or guests create a false fire alarm, the Renter will forfeit the entire damage deposit.
- A Tenant leasing the premises for a gun show (the exhibit, sale and trading of guns and their related items) shall obtain a special events insurance to cover both Tenant and Landlord. Proof of such insurance shall be furnished to the Landlord at least 24 hours before or prior to the beginning of the lease agreement.
- You agree that every person connected with your event shall comply with all of the laws of the United States and the State of Iowa, and all ordinances of the City of Griswold and the rules and regulations of the City for the government and management of the Community Building.
- The City of Griswold is not responsible for lost, damaged or stolen personal property while same is located on the grounds. Nor shall the City be held responsible for personal injury caused by equipment or property belonging to the renter. Any damage to the facility (including tables, chairs and excessive clean-up) shall be billed to the renter at the actual cost, plus 10 percent.
- The City of Griswold reserves the right to refuse service to anyone.

By signing below, I have fully read and understand the terms of this contract, and agree to abide by the terms stated above.

Signature of Renter

Date

City of Griswold

Date

RENTER

You have rented the building and are expected to clean the entire rented space, this includes the kitchen, bathroom, patio and hallway.

KITCHEN:

- Wipe down countertops with a mixture of Lysol cleaner and water. Use the amount of Lysol to the fill line and the rest water in the bucket provided, located under the kitchen sink
- Empty out and clean coffee pots and water jugs
- Wash, dry and put away any dishes used
- Wipe out any spills in the refrigerator
- Wipe off any spills on the stove top
- Sweep and mop floor - use plain cold water. The mop is located in the kitchen closet.
- Rinse mop and bucket
- Take out trash and replace the bag - trash bags are either on the counter under the phone or in the drawer the phone

LARGE AND SMALL ROOMS:

- Sweep up all debris off the floor – a sweeper is provided in the kitchen closet, empty debris from sweeper when done.
- Wipe off tables and chairs with a mixture of Lysol cleaner and water. Use the amount of Lysol to the fill line and the rest water in the bucket provided, located under the kitchen sink
- Take out trash and replace the bag – trash bags are either on the counter under the phone or in the drawer under the phone
- Dust mop (sweep) the dance floor and mop with plain cold water – this may take a few rinses of water when the floor is really sticky, the dust mop is provided in the kitchen closet
- Rinse mop and bucket
- Return tables and chairs according to the diagram posted on the kitchen wall

AVAILABLE ITEMS

COFFEE CUPS 200

GLASSES

6OZ 50

8OZ 40

Punch cups 80

PLATES

Dinner 190

Dessert 135

Clear Dinner 40

SALAD BOWLS 185

FORKS

Regular 180

Short 155

Serving 1

Relish Fork 2

SPOONS

Teaspoons 155

Tablespoons 200

Soup Spoons 20

Serving Spoons 10

KNIVES 235

POT HOLDERS

DISH TOWELS

WASH CLOTHS

PITCHERS

Plastic Water 10

Coffee 20

igloo coolers (5 gal) 2

PUNCH BOWL 1

CONDIMENT HOLDER 3

SPATULAS 3

PIE SERVER 1

LADLES

Soup 1

Salad Dressing 3

ICE CREAM SCOOPS 5

TONGS 5

VEGETABLE PEELER 1

CAN OPENER 3

1 CUP MEASURING CUP 1

SALT SHAKERS 40

PEPPER SHAKERS 15

2 OVENS

MICROWAVE

SMALL DEEP FREEZER

1 - 18 CUBIC FT. FREEZERLESS REFRIGERATOR

1 - 25 CUBIC FT. SIDE BY SIDE FRIDGE/FREEZER

SEATING

21 - Rectangle Tables - 8 ft Seats 8-10

16 - Round Tables Seats 6-8

4 - Rectangle Tables - 6 ft Used more for food tables

2 - Square Tables