

MONTEZUMA MEMORIAL HALL RENTAL AGREEMENT

The undersigned parties do agree that:

RENTER: Print Name: _____

Address: _____

Phone: _____

RENTAL DATES: The above named Renter hereby rents the Memorial Hall for the date of _____.

Rental prices are as follows:

\$50/day - Daily Rental PLUS \$50 deposit

\$100/day - Auction/Garage Sale PLUS \$200 deposit

\$200/day - Wedding Reception/Dance or Even Involving Alcohol PLUS \$200 deposit

The rental fee must be paid 30 days in advance. All money must be paid before any keys will be handed out or before the hall is opened.

KEYS/REPONSIBILITIES: Renter will contact the City Office (641-623-5617) to pay rental fees, deposit money and to pick up the keys to the building. The key may be returned to the City Office or drop box when finished. THE RENTER WILL INSURE THAT ALL OF THE FOLLOWING ITEMS ARE DONE BEFORE LEAVING:

- Kitchen - counters are wiped clean, the floor is swept & mopped and all garbage is taken to the dumpster on the west side of the building. Make sure all left-overs are removed from counters & refrigerator.
- SWEEP & MOP THE MAIN FLOOR - supplies are located in the closet south of the coat closet behind the curtain.
- Vacuum entry-way
- All tables and chairs are put on the appropriate racks.
- All windows and appropriate doors are closed and locked.
- Bathrooms -lights and faucets are turned off and the toilets are not running.
- Thermostats - turned to 80 degrees in the summer and 60 degrees in the winter. DO NOT TURN OFF A/C OR HEAT
- All personal belongings are removed.
- All lights turned off.

****CLEANING IS REQUIRED FOR DEPOSIT \$\$ TO BE
RETURNED****

DEPOSIT & RENTAL FEES

Reservations may be made up to one year in advance. The deposit is due 30 days in advance of the booking. It is refundable under the discretion of the Memorial Hall Superintendent and is contingent upon the cleanliness and overall appearance of the hall.

SUPPLIES

All supplies needed for your function is up to the Renter to provide.

DAMAGE & MISSING ITEMS/RESPONSIBILITIES

The Renter will be responsible for any damage (beyond regular wear and tear) and any missing furniture, furnishings, kitchen utensils or other property of the City located in the Memorial Hall or outside the Memorial Hall.

Payment of the rental amount entitles the renter to use the facility from 8:00 a.m. until 12:00 midnight the day of the reservation with clean up finished by 1:00 a.m. Special arrangements must be made for use past 12:00 midnight and an additional rental fee may be charged.

The City is not responsible for noise in the facility. Renters should consider the noise tolerance for their activity and book accordingly. Renters are expected to be considerate of others simultaneously using the facility. Use of unauthorized intoxicants, drugs, controlled substances including marijuana, firearms and illegal gambling in any form is strictly prohibited.

DECORATIONS

Renter will be limited to free standing floor displays and table decorations only. No decorations shall be taped, stapled, nailed, glued or attached in any way to the ceiling, walls, tables, chairs, window glass or to the building exterior. No table "sprinkles", rice, stickers, confetti or like decorations are allowed to be used in the facility. Renter shall remove all decorations the day of the event.

NO SMOKING

My signature below is my acknowledgement that I have read and agree to the terms of this rental agreement.

Renter's Signature

Date _____

City Administrator/Clerk (or representative)