

THE HAP KETELSEN COMMUNITY CENTER
203 North Main Street – P. O. Box 197, Everly, IA 51338-0197
For Reservations and Information – call 712-834-2691

RENTAL CONTRACT

Rental Fees:

| | |
|--|----------|
| Whole Facility | \$350.00 |
| Large Room | \$300.00 |
| (With six or more bookings per year, the clean up fee will be waived) | |
| Small Room | \$100.00 |
| (Large room has priority over kitchen) | |

Clean-Up Fees:

| | |
|--|----------|
| Regular Clean up | \$100.00 |
| (Excluding Kitchen) | |
| Small Room Clean Up | \$25.00 |
| Caterers are <u>expected</u> to clean up kitchen. See kitchen cleaning fee below. | |

Other Fees

| | |
|---|----------|
| Non Profit/Benefits | \$50.00 |
| Cordless Mic Use \$25.00 | |
| Call out of staff, other than regular hours or emergency heating/cooling problems | \$ 10.00 |

Kitchen Cleaning fee: \$50.00 per hour; Minimum \$150.00 if left uncleaned. This fee will be assessed to the renter.

Requirements:

1. If anything is damaged or broken, the Renter is Responsible.
2. The Premises will be left as found – **clean**, with **table and chairs placed as you found them**. **Vacuum carpet; sweep wood dance floor and wipe tables, if needed. Garbage must be taken to dumpster in alley. Remove all personal and food items and leave kitchen clean, including utensils, counter top and floor.** Mops, brooms and vacuum are in closets. The renter may hire the clean up done for them through the management. The clean up fee will be collected when rental contract is executed. If renter chooses to clean up, cleaning deposit will be returned after management has inspected building. Fees for partial cleaning and returning tables and chairs to original placing will be deducted from your cleaning refund. Tables should be placed on racks. Deposit returns checks are issued semi monthly.
3. The Community Center is a smoke free environment.
4. **ABSOLUTELY NO CONSUMPTION OF ALCOHOL BY MINORS WILL BE TOLERATED. Staff will require ID's from your guests. No beverages are to enter or leave the building.**
5. We have an Iowa Liquor License, which makes it illegal to bring alcoholic beverages into the Center. It is illegal to take alcohol out of the building. We will purchase wine or champagne at your request. Bar may be open until 1:00 a.m. No keg beer will be available. Bar is run as a "cash bar"; however, **pre-paid** arrangements with the Bar Manager may be made for an "open bar". A 15% gratuity is added to wine and open bar.
6. **No decorations can be attached to finished walls.** Decorations may be hung from fixtures/hooks which are provided for this purpose.
7. **No rice, birdseed, or confetti allowed in the center.**
8. If notice of cancellation is given ninety (90) days or more before a scheduled function, a \$25.00 fee will be charged. If cancellation is made after the ninetieth (90th) day prior to the date of the scheduled function, the rental fee will not be returned, but the cleaning deposit shall.

Name and phone number of primary contact person:

Would you like us to have the bar open? yes no From: _____ To: _____

Open Bar (bill pd by Host): _____ Cash Bar (drinks paid by guests) _____

Limited Hosted Bar: Tickets _____ Dollar Limit _____ (15% gratuity added)

Approximate number of expected guests _____

Would you like us to purchase a special wine/champagne for you?

_____ yes _____ no (we will advise you of the cost; payment due prior to event)

Specify Name/Brand/Size Bottle/Quantity:

Any special needs that require our assistance _____

The walk-in cooler is not available to renters; it is for bar use only.

KITCHEN / CATERER:

Name & phone number of your caterer: _____

Caterer is expected to clean the kitchen!

Kitchen must be cleaned up: counters wiped, floor swept/washed if necessary; garbage taken out to dumpster; and all food items removed. This should be done by your caterer. Kitchenware/utensils must be washed and put away. **If kitchen is not clean, a fee of \$50.00 per hour/ a minimum of \$150.00 will be billed to you.**

CLEANING – MAIN ROOM:

Will you clean up after your event? ____ yes. ____ No, please schedule your staff.

Renter cleaning involves:

1. Vacuum carpeted areas that were used.
2. Dry mop or sweep tile and wood floors of used area(s).
3. Empty trash (dumpster is located on west side of building by the alley door).
4. Mop any area that may have received spills.
5. Remove any personal or food items that you brought after you event.

We are not responsible for personal items left behind.

6. Clean and Return tables, chairs, stage, etc. as you found them: tables in racks; *setting up small room with 2 rows of 3 tables each with chairs along both sides.*

Vacuum, brooms, pails, etc. may be found in closets or storage room.

Checks for refund of cleaning deposits are issued twice each month. If you have changed your address or name since signing the contract, please advise booking staff of the change.

SET UP / DECORATING:

We will allow you entry to decorate ONE day early at no additional fee *and* after staff has finished cleaning; PROVIDED neither room has been rented by another party, (regardless of which room they have rented).

Any earlier access will be assessed a fee of \$200.00 per day.

You will, however, be given first priority to rent should someone wish to rent the day before your event. If you wish to use the Center the next day for a brunch and/or gift opening, that is considered another rental date, the charge for the small room under these circumstances is \$100.00.

The keys to the Center should be picked up by you or your representative during regular office hours (M-F, 8:00 to 5:00). If necessary, other arrangement can be made in advance.

KEYS MUST BE LEFT IN THE DROP BOX AT CITY HALL AFTER YOUR EVENT.

Be sure to have someone from your group available to let caterers, band, guests and others in. Bar staff comes ½ hour prior to the start of your event.

Rental Date: _____ Rental Time: Set Up: _____ Event: _____

Rental Room: _____

(Rental fee & Clean up fee due at time of reservation)

Rental Fee: _____

Cleaning Deposit: _____

Total Due: _____

Date Paid: _____ By: _____

I have read the above and agree to the rental contract’s stipulations.

Renter: _____ Phone: _____

Address: _____

Signed: Renter: _____ Date: _____

Management: _____ Date: _____

Thank you for your business. We will do our best to make your event a pleasant one.
The Hap Ketelsen Community Center is owned and operated by the City of Everly.