

Le Mars Convention Center FACILITY RENTAL AGREEMENT

THIS AGREEMENT pertains to the rental of the following room/facilities at the Le Mars Convention Center:

Upper Level - \$525.00(for day prior set up) or \$425.00(per day)

Lower Level - \$525.00(for day prior set up) or \$425.00(per day) Or \$160.00 per section (per day)

Board Room - \$120.00

Harker's Room - \$120.00

Sunday - Thursday 2 Hour meeting (Board, Harker's or 1 section of Lower Level) - \$60.00

Cleaning/Damage Deposit - \$200.00

Date of Rental: _____

Deposit for Rental fee: _____ Balance - Payable at time of key pickup: _____

***A refundable cleaning/damage deposit of \$200 will be due in a separate check payable at time of key pickup.

Estimated time in: 6:00am (day of event)

Estimated time out: Conclusion of event

The signature below acknowledges that the individual or the entity on whose behalf this Agreement is signed has read the following terms and conditions and agrees to be bound by each of them.

1. One-half of the **non-refundable** rental fee must be paid at the time of reserving the Le Mars Convention Center. The damage deposit and the balance of the facility rental fee will be paid when the keys are picked up at City Hall during the week of your scheduled event. Payments must be made in **two separate checks** to enable the damage deposit to be returned.
2. The cleaning/damage deposit of \$200.00 per room will be returned following inspection of the premises. To receive a refund of the \$200.00 cleaning/damage deposit the following stipulations must be met:
 - a) Return room to original setup which includes returning all tables/chairs to the designated storage area. Please refrain from sliding tables and chairs.
 - b) All decorative items must be removed from the facility.
 - c) The facility must be returned in a reasonably clean and undamaged condition. All garbage must be put into garbage bags and tied. Banquet room floors need to be swept/dry mopped.
 - d) The set-up and take-down of the facility is the responsibility of the renter. Assistance will be provided at a rate of \$25 per hour, per City worker. This service must be scheduled through the CVB Manager no later than 4 weeks prior to event.
3. The damage deposit will be applied to any damage found to have occurred to the premises while rented to the party under this Agreement except for normal wear and tear.
4. It is understood that an additional charge for time and material will be due for any damage caused by the rental of this facility in excess of the damage deposit.
5. Keys may be picked up at the City Hall, 40 Central Avenue SE during the week of your event. Please contact Jessica Lingren/CVB Manager at 548-4971 or 540-3817 to set up the day and time for final payment, damage deposit and key pick-up. Keys may be returned to the utility drop box at City Hall which is open 24 hours a day/7 days a week. **All checks payable to the City of Le Mars.**
6. All trash receptacles, tables and chairs may be found in the storage area located directly behind the bar for Upper Level rentals and in the storage area to the southeast of the bar in the Lower Level. Carts for set-up/removal of tables/chairs may be found in the same area.

Upper Level - All Renters must remove ALL tables/chairs and return them to the store room.
DO NOT DRAG TABLES!!!

Lower Level - All Renters must remove ALL tables/chairs and return them to the store room.
DO NOT DRAG TABLES!!!

Board Room - All Renters must leave eight (8) tables with four (4) chairs on each side of the table following each rental. All chairs must be put on top of tables.

Harker's Room - All Renters must leave two (2) tables with twelve (12) chairs around each table. All extra chairs are to remain in the Harker's Room store room. All chairs must be put on top of tables.

7. Excessive noise or loud and raucous activities will not be permitted or tolerated, should the CVB Manager in her sole discretion decide a violation of this provision or any other ordinance or law has taken place or has not been corrected after a warning she shall cause the violator to be expelled from the facility. Individual parties or groups found in violation will be permanently banned from further use of the facility.
8. Per IFC 2009, all rules, ordinances and building codes must be adhered to at all times. Please see attachment #1 which provides full details and must be initialed/dated and returned with this Agreement, acknowledging receipt/acceptance of facility regulations.
9. The individual or group signing this Agreement must be eighteen (18) years of age and shall accept responsibility for the conduct and activity of all those attending any event or activity covered by this Agreement. The individual signing this Agreement MUST be in the facility for supervision of the scheduled event at all times.
10. It is agreed that the individual or entity holding an event or activity in this facility shall utilize the City designated caterers and dram-licensed bar (American Legion) in the event such services are to be utilized. Catering licenses may be obtained from the City Clerk at City Hall, 40 Central Ave. SE if another catering service is desired. No food service or liquor service other than that designated by the City may be utilized. When bar service is needed please contact Anna Stinton/Bar Manager at 712-540-8231 a month prior to your scheduled event to set-up details for service.
11. This Agreement must be returned to City Hall 40 Central Ave SE Le Mars, IA 51031 no later than one (1) week after its date of issuance. If this Agreement is not returned during the one (1) week period, it shall be null and void. **Please note:** Prices are subject to change per City Council review and approval each January. Current rate at time of event will apply. Please retain a copy of this Agreement for your records.

Dated this _____ day of _____, 20__.

Bride's Full Name / Groom's Full Name

Company or Organization Name / Contact Person

Address

Phone: Day _____ / Evening _____ / Email _____

Signature of Responsible Party

2009 Iowa Fire Code stipulations:

1. At no time shall any fire doors be propped open or removed. All doors shall be closed if provided with self-closing devices and normally found in the closed position. (Initial/date:_____/_____)
2. At no time shall any exits be blocked, barricaded or obstructed in any way. This includes hallways, exit doors, access to exit doors and stairways. (Initial/date:_____/_____)
3. At no time shall exit or emergency lights be obstructed from view. (Initial/date:_____/_____)
4. No open flames shall be allowed. This includes candles, smoking material, lighters, matches or any pyrotechnics. The only open flame allowed is a food pan warming device for buffet lines. (Initial/date:_____/_____)
5. At no time shall any storage items be placed in the stairways. (Initial/date:_____/_____)
6. At no time shall fire extinguishers be moved or covered from view. (Initial/date:_____/_____)
7. Extension cords shall only be used on a temporary basis and shall be a minimum of 14 gauge cords. An effort shall be made to use outlets that are provided and keep the number of extension cords to a minimum. (Initial/date:_____/_____)
8. Someone shall be designated to call 911 in the event of an emergency. This person shall be at the event from start to finish. (Initial/date:_____/_____)