

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(2 day) or \$425.00(1 day)
Lower Level	\$525.00(2 day) or \$425.00(1 day) or \$160.00 per section
Board Room	\$120.00
Harker's Room	\$120.00
Vanilla Room	\$130.00
Chocolate Room	\$130.00
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 of the 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 event. Payments must be made in two separate checks to enable the damage deposit to be returned.
2. The damage deposit of \$200. 00 per room will be returned following inspection of the premises. To receive the \$200.00 damage deposit the following stipulations must be met:
 - a) Return room to original setup.
 - b) Please refrain from sliding table and chairs.
 - c) All decorative items must be removed from walls and tables.
 - d) The facility must be returned in a reasonably clean and undamaged condition. All garbage must be put into garbage bags and tied.
 - e) 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 provided.
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/Event Coordinator 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 drop box at City Hall which is open 24 hours a day/7 days a week. **All checks payable to the City of LeMars.**
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 East of the bar in the Lower Level. Carts for removal and return of tables/chairs may be found in the same area. Please remember to restore room to original setup.

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

Lower Level - All Renters must remove ALL tables and 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.

Vanilla & Chocolate Room - All Renters must remove ALL tables and chairs and return them to the store room. DO NOT DRAG TABLES!!!

7. Excessive noise or loud and raucous activities will not be permitted or tolerated. Violation of this provision or any other ordinance or law shall cause the violation to be expelled from the facility. Individual parties or groups found in violation will be permanently banned from further use of the facility.
8. 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.
9. 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 license 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 other than that designated by the City may be utilized. When bar service is needed please contact Jessica Lingren/Event Coordinator at 548-4971 or 540-3817 the month of your event to set-up details for service.
10. This contract 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 contract is not returned during the one (1) week period, it shall be null and void. Please note that 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 the contract for your records.

Dated this _____ day of _____, 200_____.

Bride's Full Name / Groom's Full Name

Company or Organization Name / Contact Person

Address

_____/_____
Telephone Number Day Evening

Signature of Responsible Party