

Rental/Use Agreement for 2017 and 2018

Floyd County Youth Enrichment Center

Terms and Conditions:

Resources Provided:

- Rental Manager: Open the building and provide direction as needed. Manager will not set up, serve, or be involved with the event.
- Tables and chairs: Tables and chairs are stored in the southwest storage closet. A map of the table and chair storage is posted inside the room.
- Technology: There is a sound system for you to use. Please ask manager for instructions.
- Wireless internet is provided ask for the password
- Parking: There is no cost for parking.

Stage:

A portable 8' X 40' stage is available for use. Make sure to mark the request to use the stage as it is also rented out.

Will not use the stage

Request the use of the stage

Renter Initials _____

Kitchen Use:

There are no additional fees to use the kitchen but clean up is required.

Will not use Kitchen

Will use Kitchen

Renter Initials _____

Food: It is your responsibility to provide food or hire a caterer. The YEC does not cater. *Renter Initials* _____

Decorations: You are responsible for all set up and removal of decorations that you choose to use. The YEC does not rent out decorations. You may **NOT** put nails or tape on the YEC walls.

Renter Initials _____

Miscellaneous Policies/Information:

- There is NO access for a telephone for you to use. Be sure you have a cell phone for emergencies
- No smoking is permitted in the Youth Enrichment Center Building or rooms.

Payment Policies:

Rental Fee:

One Half of the rental fee is due at time of booking.

- This is non-refundable.

Other half is due one month prior to event.

Renter Initials _____

An access code will be issued the week of your event. It will be changed immediately following your event.

Damage Deposit:

A \$250 damage/clean up deposit is required to use the facility and is due one month prior to the event. This must be received as a separate check. Deposits will be returned if everything is found in a neat, clean, and respectable condition. Follow the provided checklist under clean-up responsibilities to read specific requirements. If any extra cleaning needs to be done, lights or electrical units are left on, any damages found, or there are items missing, such will be deducted from deposits and/or you will be charged.

Clean-up Responsibilities:

Please use the following table as a checklist for your clean-up responsibilities:

	Trash Removed from all areas and put in dumpster on the south side of building
	Kitchen-counters and appliances wiped clean with cleanser and sanitizer, floors swept and garbage removed
	Bathrooms- floors swept and garbage removed
	Tables & Chairs- wipe clean and properly store in west storage room- see placement map on door
	Main floor- all garbage removed, sweep and mop floors supplies in East utility room
	Building Doors- all entrance/exit doors locked when leaving

Renter Initials _____

Insurance:

Proof of Insurance is required for all activities. Minimum Insurance needed is \$500,000.

- Insurance for your guests is your responsibility not the Floyd County Fairgrounds/Fair Society /Fair Board

Rental Options:

Select Option: (Bar option does NOT include bartender pricing but allows manager to fully restock for rentals)

	Half day rental w/out bar option	\$300
	Half day rental w/bar option	\$400
	Day rental w/out bar option	\$500
	Day rental w/bar option	\$600
	Wedding Package includes bar option	\$800
	Extra Day added to rental	\$250

Renter Initials _____

Day Rental Details:

- Full day rental is a maximum of 24 hours
- Half day rental is a maximum of 6 hours
- If select rental with bar option, see bar service option portion below for pricing

Bar Service Option:

The prices for rentals with the bar service option are:

Half day rental w/a bar option	\$400
Day rental w/a bar option	\$600
Wedding Package w/bar option	\$800

Bartenders are available through the Floyd County Fair Society at a price of \$75 per bartender per day and are NOT included in rental prices. We suggest the use of two-three bartenders for events. The Floyd County Fair Society holds the approved license and insurance with the State of Iowa and the City of Charles City and Floyd County.

- No alcoholic beverages may be brought in from any other source.
- Beer, Wine and Liquor are available for open or cash bar, contact manager for information.
- There will be no Alcohol Sales after Midnight.
- **No alcohol may be sold on the fairgrounds except by fair society at any time.**
- No glass bottles

- ____ Will not use Bar Service
- ____ Will have Open Bar
- ____ Will have Cash Bar
- ____ Number of Bartenders Requested (\$75 per bartender)

Bartender cost: _____

Renter Initials _____

Wedding Rental:

The wedding package offers you convenient and stress-free extra planning, decorating and clean up days.

The package includes:

- 3 Days before wedding: offers you the time and an opportunity to fully decorate for your reception.
 - Earliest entry time: 8:00 AM
- Wedding Day:
- 1/2 Day after wedding: offers you a meeting place to open gifts and/or clean up
 - Latest leave time: 1:00pm

Wedding Package Rate is \$800

- This does include bar option, but not the bartenders (see bar service option portion for details)

Total amount due for rental _____

Bartender Option Price _____

Deposit half of total Rental _____

Damage Deposit separate Check \$250 _____

Total Amount due at signing _____

By signing below, renter acknowledges that he/she has read and agrees to all above terms and conditions.

Renter

Youth Enrichment Center

Print: _____

Print: _____

Signature: _____

Signature: _____

Contact number: _____

Contact number: 641-330-5018

Email: _____

Address: _____

Address: P.O. Box 301
2516 Seven Mile Road

City, State, Zip: _____

City, State, Zip: Charles City, IA 50616

Date: _____

Date: _____

Date of Event: _____