

EVENT DATE: _____
BUILDING : YOUTH ENRICHMENT CENTER

YEC RENTAL AGREEMENT

Renter or Event Name _____

Contact Person: _____

Contact number: _____

Address: _____

Email: _____

City, State, Zip: _____

General Building Information:

- ❖ The rental manager will open the building or provide you with a door code prior to the event. It will be changed immediately following your event.
- ❖ The manager will not set up, serve, or be involved with the event unless the package includes this option.
- ❖ There is no access to a landline telephone for you to use. A cell phone will be needed for emergencies.
- ❖ **No smoking** is permitted in the Youth Enrichment Center building.
- ❖ **No outside alcohol may be brought in at any time** as we hold the proper state liquor license.
- ❖ Food/catering is the responsibility of the renter. The YEC does not provide this service.
- ❖ DO NOT attach anything to the walls unless using the wire provided. DO NOT use glitter.

Building Amenities:

- ❖ **Tables and chairs:**
 - Tables and chairs are provided and clean up depends on which package is selected.
- ❖ **Wireless internet:**
 - Provided free of charge. Password and info is located to the left of the AV cabinet.
- ❖ **Technology:**
 - There is a sound system and video capability available.
 - Instructions for use are posted to left of the AV cabinet
- ❖ **Stage:**
 - A portable 8' X 40' stage is available for use.
- ❖ **Kitchen Use:**
 - The kitchen is equipped with refrigeration, freezer, sink, dishwasher, stove, oven with a fire suppression hood and is available for use.
 - No smallwares, pots, pans, etc. are provided.
 - Clean up is required or you will be billed for cleaning charges or the loss of damage deposit.
- ❖ **Dumpsters:**
 - Are available for your use and are located along the fence on the East side of fairgrounds.
 - Please follow the trash and cardboard policies or you will be billed for cleaning charges.
- ❖ **Bar Option:**
 - A fully stocked bar is available. Special orders are allowed with a cork fee added.
 - Cash bar, Open bar and tickets are all options.
 - **No outside beverages are allowed to be brought in at any time. Doing so may result in shutting down of your event and an automatic loss of damage deposit.**

Damage Information:

- A \$350 damage deposit is required for rentals at time of signing.
- If everything is found in a neat, clean, and respectable condition and all alcohol and building policies are followed there will be no charges and deposit will be refunded. If any items are broken, missing, or damaged and such costs exceed the damage deposit you will be charged for replacement/repair costs.
- If lights or electrical units are left on, any damages found, or there are items missing, you will be charged.

Cancellation Policy:

- 25% of the full payment and deposit is due at the time of signing. If you cancel your event within 45 days, you will forfeit the down payment and cost of rental or package in full.
- Cancellations within 3 months, will forfeit the down payment and 50% of full payment will be refunded.
- Cancellations within 6 months, will forfeit the down payment and 75% of full payment will be refunded.
- If you reschedule your event with us, all funds will be applied.
- Full down payments will be applied to rescheduled bookings with us.

Rental Fees

- Deposit of 25% of the total rental fee and damage deposit is due at the time of booking.
- Remainder is due 60 days prior to the event. Damage deposit is refundable if all policies are followed.

EVENT DATE: _____

BUILDING : YOUTH ENRICHMENT CENTER

Rental Type	DESCRIPTION	YOUTH ENRICHMENT CENTER (YEC)	SWARTZROCK COMMUNITY CENTER (SCC)	RED BARN	WEDDING BARN	PICNIC SHELTER	LIVESTOCK BARN	FULL FAIRGROUNDS
DAMAGE DEPOSIT REQUIRED (refundable)*		\$350	\$250	\$100	\$150	N/A	\$250	\$1000
DOWN PAYMENT REQUIRED (non refundable)		25% of rental fee total is due with signed rental agreement						
PARTIAL DAY RENTAL	-6 hours max	\$400	\$250	\$75	Not Offered	\$25	\$200	
NO BAR								
PARTIAL DAY RENTAL	6 hours max	\$600	\$450	\$300	Not Offered	Not Offered	Not Offered	
WITH BAR	2 bartenders for 4 or 5 hours							
FULL DAY RENTAL	8am-Midnight max w/out bar	\$800	\$400	\$150	\$500	\$25	\$400	
NO BAR								
FULL DAY RENTAL	8am - Midnight max w/Bar	\$1200	\$650	\$500	\$800	Not Offered	\$800	
WITH BAR	2 bartenders for 4 or 5 hours							
EXTRA DAY RENTAL	Additional 24 hours	\$400	\$300	\$150	\$300	\$25	\$150	
BASIC WEDDING PACKAGE	- 2 ½ days max	\$2500	Not Offered	NO	NO	NO	NO	
	- 2 bartenders for 5 hours							
	- Use of Kitchen							
	- Use of Stage							
	- Use of Tables and chairs							
- Use of dumpster								
WEDDING PACKAGE PLUS	-Basic Wedding Package and <u>-Use of Table linens & decorations</u> <u>-Set up/tear down of tables, chairs and stage</u>	\$4500	Not Offered	NO	NO	NO	NO	
THE ELITE WEDDING PACKAGE	- Plus Package and	\$6500	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	
	- Backdrop included							
	- 2 bartenders for 7 hours							
	-Head and guest tables set up, decorated & torn down							
- NO cleaning responsibilities								
TULLE BACKDROP	Covers South garage door	\$550	Not Offered	N/O	N/O	N/O	N/O	
FULL FAIRGROUNDS RENTAL	All buildings EXCEPT Grandstands	Included	Included	Included	Included	Included	Included	\$4,500
	Camping included							
DUMPSTER RENTAL		Included	Included	Included	Included	Included	Included	
RESTROOMS		Included	Included	Included	\$100	\$100	\$100	
* Damage deposit refunded in full if terms of agreement are followed and no damage occurs.								

EVENT DATE: _____
BUILDING : YOUTH ENRICHMENT CENTER

Liability Insurance:

Proof of Liability Insurance is required for all activities. Minimum Insurance needed is \$1,000,000. Contact your homeowners insurance company to add coverage.

- Insurance for your guests is your responsibility not the Floyd County Fairgrounds/Fair Society /Fair Board.
- A copy of this is needed 60 days prior to the event.

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

Responsible Party

Print: _____

Signature: _____

Contact number: _____

Date: _____

Youth Enrichment Center Manager

Print: _____

Signature: _____

Contact number: 641-228-1300

Email: floydcountyec@gmail.com

Address: P.O. Box 301
2516 Seven Mile Road
Charles City, IA 50616

Date: _____