

EVENT DATE: _____

BUILDING: Swartzrock Community Center

SWARTZROCK COMMUNITY CENTER RENTAL AGREEMENT

Renter or Event Name _____ Contact Person: _____
Contact number: _____ Address: _____
Email: _____ City, State, Zip: _____
NON PROFIT 501c3 # _____

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 specified in the package.
- ❖ Free parking is available in the area surrounding the building.
- ❖ 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 any building on the Floyd County Fairgrounds.** Please pick up cigarette butts.
- ❖ **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 Fairboard does not provide this service. If a caterer is used the renter is responsible for all clean up of the kitchen and any kitchen items used that are damaged or lost.
- ❖ **Absolutely no grilling under pergola.**
- ❖ The Fairboard does not have decorations for rentals. You are responsible for all setup and removal of decorations that you choose to use. DO NOT attach anything to the walls without checking with the Event Manager.

Building Amenities:

- ❖ Tables and chairs:
 - Tables and chairs are provided.
 - Both need to be cleaned and stored in the designated storage area.
- ❖ Technology:
 - Wireless Internet is provided free of charge and a password will be provided.
 - 2 TV's with HDMI connections and air play are provided
 - A portable sound system is available upon request.
- ❖ Kitchen Use:
 - The kitchen is equipped with 2 refrigerators, 3 compartment sink, handwashing sink, freezer and 2 stoves.
 - Kitchen use is included in the rental.
 - No smallwares, pots, pans, etc are provided.
 - Clean up is required, or damage deposit will be withheld.
- ❖ 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 bar option is available and includes open, cash or tickets.
 - **No outside alcohol is allowed to be brought in at any time. Doing so may result in the shutting down of your event.**

Damage Information:

- A \$250 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 such 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.
- 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.
- Full down payments will be applied to rescheduled bookings with us.

EVENT DATE: _____

BUILDING: Swartzrock Community Center

Rental Fees:

- Deposit of one quarter of the total rental fee and damage deposit is due at the time of booking.
- Remainder is due one month prior to the event. Damage deposit is refundable if all policies are followed.

Community Center Rental Fees		
	DESCRIPTION	
	DAMAGE DEPOSIT REQUIRED* (refundable)	\$250.00
	DOWN PAYMENT REQUIRED (non refundable)	25% of rental fee total is due with signed rental agreement
PARTIAL DAY RENTAL	-6 hours max	\$200
NO BAR		
PARTIAL DAY RENTAL	-6 hours max	\$400
WITH BAR	2 bartenders for 4 hours	
FULL DAY RENTAL	8am- Midnight max w/out bar	\$300
NO BAR		
FULL DAY RENTAL	8am - Midnight max w/Bar	\$600
WITH BAR		
EXTRA DAY RENTAL	Additional 24 hours	\$300
* Damage deposit refunded in full if terms of agreement are followed and no damage occurs.		

Liability Insurance:

Proof of Liability Insurance is required for all activities. Minimum Insurance needed is \$1,000,000.

- 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

Event Manager

Print: _____

Print: _____

Signature: _____

Signature: _____

Contact number: _____

Contact number: **641-228-1300**
Email: **floydcountyec@gmail.com**
Address: **P.O. Box 301
2516 Seven Mile Road
Charles City, IA 50616**

Date: _____

Date: _____

NOTES: