

Rental/Use Agreement

Floyd County Youth Enrichment Center

General Building Information:

- Rental Manager: Will open the building and provide direction as needed. Manager will not set up, serve, or be involved with the event.
- Parking: There is no cost for parking.
- 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.
- No outside alcohol may be brought in at anytime as we hold the proper state liquor license.
- Food/catering: It is your responsibility to provide food or hire a caterer. The YEC does not cater.
- Decorations: You are responsible for all setup and removal of decorations that you choose to use. The YEC does not rent out decorations.

Building Amenities:

- **Tables and chairs:**
 - **Tables:** 70 – 3'x 8' rectangular banquet tables seat 8 people per table
 - **Tables:** 40 – 5' round tables seat 8 people per table
 - **Tables:** 11 Pub Height cocktail tables
 - **Chairs:** 475
 - Tables and chairs are provided and should be cleaned and stored in storage closets. A map of the table and chair storage is posted inside each storage room.
- **Wireless internet:** is provided free of charge just ask for the password
- **Technology:** There is a sound system and video capability for you to use. Please ask manager.
- **Stage:** A portable 8' X 36' stage is available for use.
- **Kitchen Use:**
 - The Kitchen is equipped with refrigeration, freezer, sink, dishwasher, stove and oven and fire suppression hood and is included w/rental. It does not include utensils, towels or dishes or soap. **Clean up is required or you will forfeit your deposit.**
- **Dumpsters:**
 - Are available for your use and are located outside on the Southeast of building. Please follow the trash and cardboard policies or **you will forfeit your deposit.**
- **Bar Option:**
 - Is available depending which rental option you choose and includes 2 bartenders for 5 hours. Each additional hour/s will be billed following your event at a rate of \$30 hour until your event ends. No alcohol is allowed to be brought in at any time or **you will forfeit your deposit.**

Payment Policies:

Rental Fee:

One Half of the rental fee is due at the time of booking and remainder is due one month prior to event.

- This is non-refundable.
- An access code will be issued the week of your event. It will be changed immediately following your event.

Damage Deposit:

An additional \$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 and all alcohol and building policies are followed. 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.

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. Please contact your insurance agent for proof of insurance and include with your deposit.

Clean-up Responsibilities:

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

	Trash Removed from all rooms/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
	Lights- all dimmers and lights in off position

Rental Options:

(Bar option does include 2 bartenders for 5 hours each. Additional hours will be billed at \$30 per hour)

	Half day rental w/out bar option- Maximum of 6 Hours	\$300
	Half day rental w/bar option- Maximum of 6 Hours	\$600
	Day rental w/out bar option - Maximum of 24 Hours	\$600
	Day rental w/bar option- Maximum of 24 Hours	\$900
	Wedding Package includes 3 1/2 days, bar option, kitchen, stage, table/chairs and dumpster.	\$1500
	Extra Day added to rental	\$250

Wedding Package Rental includes:

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

- 2 Bartenders for 5 Hours. Additional hours will be billed following your event at the rate of \$30 hour.
 - Please contact event manager for pricing if you want 3 or more bartenders on staff.
- 2 Days before wedding access: offers you the time and an opportunity to fully decorate and set up 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: 12:00pm - noon
- No alcoholic beverages may be brought in from any other source on any day including Rehearsal.
 - You may request one bartender for rehearsal night for \$50 for up to 3 hours.
- Beer, Wine and Liquor are available for open or cash bar, contact manager for information.
- There will be no Alcohol Sales after Midnight unless prior arrangements are made with Event Manager.
- **No alcohol may be brought in or sold on the fairgrounds except by fair society at any time** as we hold the approved license and insurance with the State of Iowa and the City of Charles City and Floyd County. **You will forfeit your deposit if this is not followed.**
- Specialty wine or champagne may be ordered through event manager for an additional cork fee.

Total amount due (per rental fee option chosen) _____
Deposit due at signing (half of total Rental fee above) _____ Check number _____
Damage Deposit separate Check \$250 \$250 _____ Check number _____
Total Amount remaining due one month prior _____

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

Renter

Print: _____
Signature: _____
Contact number: _____
Email: _____
Address: _____
City, State, Zip: _____
Date: _____

Youth Enrichment Center Manager

Print: _____
Signature: _____
Contact number: 641-330-5018 _____
Email: htslc@hotmail.com
Address: P.O. Box 301
2516 Seven Mile Road
City, State, Zip: Charles City, IA 50616 _____
Date: _____

Type of Event being held: _____

Date of Event: _____