



# Meeting Room Contract

- Meeting room for 3 hours \$100.00
  - Additional Hours \$10/hr
  - Tables and Chairs
- You set-up and Clean up after your event
  - Maximum capacity of 150 people

## *Event & Contact Information*

Type Event:\_\_\_\_\_ Event Date:\_\_\_\_\_

Time 3hrs-Additional hours \$10:\_\_\_\_\_

Contact Name:\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Phone Number:\_\_\_\_\_

E-Mail:\_\_\_\_\_ Date of Birth:\_\_\_\_\_

### Assignment of Space

This contract is for Meeting Room Only. It does not include use of the walking track, fitness center, court space, fitness rooms, racquetball courts or other space operated by the Peosta Community Centre. It is your responsibility to ensure that other space is not being used or abused. If a problem arises, the assigned event contact person will be notified and he/she must take action to ensure that the problem is dealt with. If the need arises, a security guard will be called in and all charges will be billed to the contract holder. The security fees are billed at \$25 per hour. This call is made at the discretion of Peosta Community Centre Staff.

### Food & Beverage

Renters are allowed to bring in food and non-alcohol beverages. ALL alcohol beverage must be purchased from Peosta Community Centre. Alcohol beverage orders must be made at least 30-days prior to your event date. Final orders must be guaranteed 5-days in advance of the event date. At that time, all beverages ordered for your event are considered confirmed and you will be billed in full for items used or not. Your guarantee order is very important. No refunds will be issued for un-used items and carry-outs are not permitted. All beverages are subject to 7% sales tax. A Bar Service Fee will be assed at \$15 per hour, per bartender for your scheduled event time. The Peosta Community Centre determines the number of staff needed to accommodate your guests. You will be charged this Bar Service fee from the scheduled start time until the scheduled end time. Guests must be 21-years of age and must provide a valid ID to consume alcohol at the Peosta Community Centre. It is against the law for you or any other guest to purchase alcohol from the Peosta Community Centre and then serve it to someone who is under the legal age of 21. If a guest does not have a valid ID, they will not be served. The Peosta Community Centre has the right to ID and require the use of bracelets to identify legal age drinkers. If concerns arise, the event contact will be immediately notified and asked to assist with any concerns or issues. If the concern or issues continue to exist, law enforcement will be notified and the situation will be turned directly over to them. At the discretion of the Peosta Community Centre Management, a Security Guard may be hired at a rate of \$25 per hour billed directly to the contract holder.

Cancellations are non-refundable unless you find a replacement.

### Set-Up/Clean Up

You are responsible for set-up and clean up. Tables & Chairs will be provided by the Peosta Community Centre. Table Linens and Skirting is available for an additional fee. If you require the use of our linens and skirting, please make those arrangements with our event staff 10 days prior to your event.

The date and time you will be allowed to decorate for your event will be dictated by the Community Centre's availability and rental schedule. We will try to work with you to accommodate your requests but please know that the date and time cannot be guaranteed until 7-days prior to your event date. You are responsible to clean the rental space after your event. If room is not clean after your event the deposit will not be refunded. Nothing can be put on the walls.

#### Contract Terms

This contract is considered tentative unless a signed copy with the rental payment of \$100.00 is executed no later than 14days from the issue date. Prior to your event an additional \$50.00 deposit fee is required (check or cash), which will be refunded after staff determines the room is clean. If the room is left unsatisfactory, the deposit will be kept. It is your responsibility to bring anything to our attention prior to your event. The Peosta Community Centre will present an estimate of charges at least 3-days prior to your event date and must be approved and paid in full at that time. If additional charges are incurred during the event, the renter is responsible for paying those by use of credit card or check on that day. A receipt with an itemized statement will be sent to you following your event.

#### Indemnity/Hold Harmless Clause

The contact agrees to hold harmless and indemnify The Peosta Community Centre & the City of Peosta for any and all occurrences that happen prior to, during or after your event or an instance that could alter this contract based on circumstances that are out of the Peosta Community Centre's or the City of Peosta's control. This contract is a legal and binding document to the terms listed above. The Peosta Community Centre will use this contract to collect payment legally if the need arises. The renter will be responsible for all collection fees, court costs and attorney fees as needed.

PLEASE DO NOT SIGN THIS DOCUMENTS UNLESS YOU UNDERSTAND AND AGREE TO ITS TERMS.

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Contacts Signature

Date

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Peosta Community Centre

Date

Room Rental Cost                      \$100.00

Additional Charges                      \_\_\_\_\_

Total    \_\_\_\_\_

Payment Made                              \_\_\_\_\_

Amount due by event date              \_\_\_\_\_

Deposit paid \$50                      Cash \_\_\_    Check \_\_\_    Check # \_\_\_\_\_

## Peosta Community Centre

7896 Burds Road ~ PO Box 65

Peosta, IA 52068

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