



General Rental Information

Rental Fees

The Peosta Community Centre has several rooms to accommodate groups of 10-750 people. Our rental rates include tables and chairs.

- ❖ The Ballroom can accommodate up to 750 people and rents for the following.
 - Sunday – Friday \$700
 - Saturday \$1200

Member discounts are available upon request.

This contract is for allocated meeting or ballroom space 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 \$35 per hour. This call is made at the discretion of Peosta Community Centre Staff.

Deposits and Payments

When you book an event at the Peosta Community Centre, a contract is issued and is due with your signature and deposit no later than 14-days from the contract issue date.

Your final balance for your event is due no later than 3-days prior to your event date. Any and all incidental charges incurred during your event will be billed to you on the following business day with payment due no later than 7-days or interest charges will be incurred. The PCC reserves the right to take any means necessary to ensure that payment in full is received. The PCC accepts; Check, Credit Card or Cash.

Food & Beverage

Catering; Renters are allowed to hire and contract directly with a caterer of his or her choice as long as the caterer is licensed and insured. The caterer must also provide a certificate of insurance listing the Peosta Community Center as additionally insured for the date of the contracted event. All Caterers must be approved in advance by the community center. You will

be immediately notified if for some reason your caterer is not approved.

Beverage Service; All beverages must be purchased from the Peosta Community Centre (excluding coffee and/or milk service provided by a caterer). Carry-outs are not permitted. All beverages are subject to 7% sales tax. Bartenders \$15 per hour, per bartender during your scheduled event time. The Peosta Community Centre determines the number of staff needed to accommodate your guests.

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 \$35 per hour billed directly to the contract holder.

Set-Up

Your set-up requirements are due 14-days prior to your event date. Tables & Chairs will be provided by the Peosta Community Centre. A diagram will be provided by our event staff and will require your approval. This will ensure that your event is set to accommodate your guests and your event.

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 during your set-up discussion.

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.

Cancellation

In the event of a cancellation, the following will occur.

- ❖ Cancellations received prior to 90-days of the event date, and the date is booked by another renter, you will receive 50% of your deposit back.
- ❖ Cancellations received within 60-89 days of the event date no refund of the deposit will be issued.
- ❖ Cancellations received after 60-days prior to the event date will be billed for the remainder of the rental balance.