

**PLEASE READ
AGREEMENT
CAREFULLY!**

**LECLAIRE CIVIC CENTER
RENTAL AGREEMENT**

Read details on Page 2

DATE RENTING: _____

TIME REQUIRED: _____

COST: \$75.00 for 1/2 Day (6 hours) \$125.00 for full day (8:00 am - Midnight) \$200 for Commercial Day

Cleaning/Damage/Late Cancellation Deposit of \$100, along with the Rental Fee of either \$75.00 for 1/2 day, \$125.00 for Full Day, or \$200.00 Commercial Day (where you are making money for sales), and/or Marquee fee \$10.00, is required and should be submitted within 30 days of making your reservation, or risk losing the rental time you requested. On short notice rentals requests, if the time period you request is available, other arrangements can be made, **but under no circumstances will you be allowed use of the facility before all fees are submitted.** **The building is only rented to the party signing this agreement for the purpose they state when making the reservation. Two different groups cannot share the same day.**

A list of a **Minimum Cleaning Requirements** to be made by you, the renter, immediately after your event is over, is included on page three of this agreement. Your deposit may be withheld if these minimum requirements are not completed.

A cancellation by you of the rental time requested, within one week of the rental date, will result in the loss of all Pre-Paid Fees. On short notice rental requests other arrangements will be made.

PLEASE SUBMIT THIS AGREEMENT WITH ALL FEES, DEPOSIT, AND CERTIFICATE OF INSURANCE* IF NEEDED WITHIN 30 DAYS TO: Debbie Smith, PO Box 139, LeClaire IA 52753, Cell Phone 563-349-4403. **Make checks payable to: LeClaire Civic Club**

By signing this agreement, you or any of your rental group, agree to hold the LeClaire Civic Club and its agents and assignees harmless for any liability resulting from your rental groups activities and programs.

By signing this agreement, you acknowledge and accept all the above terms of this Rental Agreement.

I, _____ agree to and will abide by the terms of this agreement.
(please sign your name)

(Please Print) – NAME _____ Date _____ Phone _____

ADDRESS _____

If you are renting the Marquee sign for \$10.00 please print what you want it to say.

RENTAL AGREEMENT DETAIL – PLEASE READ

The Rental Agreement is for the use of the building at 127 South Cody Road, LeClaire, Iowa. The building you are renting includes a large activity room, with enough tables and chairs available to seat 75 – 100 people, maximum tables for use is 17. Size is approximately 35'x 35'. A fully operational kitchen. A flat screen HDMI compatible TV and DVD player is available. The building is air conditioned and has a handicapped restroom on site. If desired, a wedding arch can be rented for \$25.00. The Civic Center has its own private parking lot on the south side of the building. This building is a smoke-free facility. This rental does not include any use of the outside public sidewalks. It can also be rented on a commercial basis for a full day only with Board of Directors Approval. A fee of **\$10.00** is required for use of our exterior Marquee. The front door of the building is to remain unlocked during your rental period. The windows are not to be covered. The management, it's agents, or assignees reserve the right to enter the building at any time. ***Our Booking/Reservations Agent, or any other Civic Club Member, has no authority to change any part of this rental agreement without the approval of the Civic Club Board of Directors. The Civic Club reserves the right of first refusal.***

If you or any of your guests intend to consume hard alcoholic beverages in, or within 100 feet of these premises during your rental period, you must provide a certificate of insurance in the amount of \$500,000.00. The LeClaire Civic Club must be added to the insurance certificate as an additional insured. If we discover that alcoholic beverages were being consumed without this requirement being met, you and your group may be removed from the premises, and your rental fee and deposit will not be refunded. No alcoholic beverages of any kind are allowed to be sold on these premises. Your guest can consume beer and/or wine coolers or champagne in moderation for special events. You are responsible to assure there is no underage drinking.

MINIMUM CLEANUP REQUIRED OF RENTERS

Cleaning products and equipment is provided; no substitutions.

- _____ 1. Wipe down, as necessary, all tables & used. You will need to take down the tables and chairs you want to use and put them back up after your rental.
- _____ 2. Sweep/Dry Mop floors in Main room & Entry hall.
- _____ 3. Sweep Kitchen floor. (If used)
- _____ 4. Clean Appliances you use, Serving Counter in Kitchen, and stove if used.
- _____ 5. Clean and leave on counter items used from the Kitchen.
(Example: Silverware, dishes, pots & pans, etc.)
- _____ 6. **Remove all of your decorations, tape, and signs** (Interior & Exterior) Note – **Absolutely nothing to be attached to ceiling fans, ceiling or walls, and no industrial type tape, such as duct tape, etc., to be taped to wood floor. You can tape to the brick walls.**
- _____ 7. Remove all garbage by placing it in our dumpster on the south side of the building.
- _____ 8. Clean up any spills (especially on main room floor)
- _____ 9. Reset thermostat to 50 degrees (when using heat) Reset thermostat to 78 (when using the air conditioning)
- _____ 10. Remove all your food items from the refrigerator and clean up any spills you might have made.
- _____ 11. **Make sure all doors & windows are closed & locked** after your event is over & you are ready to leave.

If any of these items are not completed by you, or if here is any damage to the building or contents, we may keep your deposit. In case of damage..... **If the damage repair costs less than the deposit, we will return remainder, if more than deposit, you will be expected to pay the difference.** **You will also be responsible for any missing Civic Center property.** (Such as, but not limited to, coffee pots, slow cookers, utensils, dishware, pictures, chairs, tables, etc.)