**Arlington Community Event Center**

**Event Rental Agreement**

853 Main Street

Arlington, Iowa 50606

563-633-5140

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RENTER INFORMATION:**

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

Company or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT INFORMATION:**

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space needing to Rent:

\_\_\_\_\_ Whole Center \_\_\_\_\_ Meeting Room \_\_\_\_\_ Meeting Room with Kitchen

Estimated number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Whole Center Rental (Cleaning Included)**

$350 Center-Entire Day $200 Security/Damage Deposit

$200 Center-After 5pm

**Small Meeting Room (Cleaning Included)**

$75 for Room

$25 Kitchen

$10 per Hour for Gym access #\_\_\_\_\_\_\_\_Hours

**Bartenders – 4 P.M. to Midnight** $100 a night per bartender

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**ARLINGTON COMMUNITY EVENT CENTER**

**RULES AND REGULATIONS**

In order to reserve the Arlington Community Event Center for a certain date and time, the full rental for that period must be paid in advance. Rental fee is applied to the day and area in which you are reserving. The facility is not considered reserved without payment and execution of the Rental Agreement and may be rented to other parties.

Cancellation of the reservation may be made with a full refund provided if cancelled with at least and not less than six months written notice.

**Alcohol Restrictions:** All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. We will require at least 2 bartenders during the event. The need for additional bartenders will be determined by the Arlington Community Event Center before the event. No other alcohol or consumption of alcohol is allowed in the Arlington Community Event Center or on the grounds other than set forth by the Arlington City Liquor License. The Arlington Community Event Center reserves the right to refuse service to any minor, or person who cannot provide proof of age or is intoxicated, per Iowa State Law. The Arlington Community Event Center, at its own discretion, may discontinue beverage service if Iowa laws are not obeyed. The host is responsible in helping to control underage drinking.

**Time frame**: All events are scheduled to end no later than midnight. All clean up and guests must be out of the building by 12am.

**Security/Damage Deposit**: The $200 deposit will be made at the time keys are pick up for the event. The deposit will be refund after inspection of property is done and the check will be mailed back. If there are any issues we will call and let you know.

The Arlington Community Event Center is not responsible for any accidents or injuries occurring at or on the event center’s grounds. The Arlington Community Event Center is not responsible for lost items.

The Arlington Community Event Center is a smoke-free facility. Smoking is prohibited inside the center. Smoking is only allowed outside in specified smoking area and disposed of in specified receptacles.

**Decoration restrictions:**  NO burning candles are allowed within the Arlington Community Event Center. In the event that damage is caused repairs will be charged to the renter.

**Occupancy Limits:** The Arlington Community Event Center can accommodate 390 guests.

The undersigned acknowledges, accepts and agrees to comply with this contract and all stipulations. The Arlington Community Event Center rates are guaranteed with the signed contract and deposit.

Bar prices and bar fees are subject to change and are not guaranteed due to the price fluctuations.

Deposit: $200.00 (For Whole Center) Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash:\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment made by: Check $\_\_\_\_\_\_\_\_\_\_Check#\_\_\_\_\_\_\_\_\_\_\_\_ Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Copy to Keep

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Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_