



RENTAL CONTRACT

GRISWOLD COMMUNITY BUILDING

601 2nd Street Griswold,
IA 51535 Phone:
712-778-2615 Fax:
712-778-2619
cityclerk@griswoldia.gov

RENTER INFORMATION:

NAME: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE NUMBER: _____

DATE OF EVENT

ITEM DESCRIPTION	PRICE
Reservation Deposit <i>(applied to rental fee)</i>	
Rental Fee	
Use of Space Day Prior	
Use of Space Day After	
Damage Deposit	
Cleaning Deposit	
Set Up Fee	

GRAND TOTAL

PAYMENT TERMS AND CONDITIONS

The Reservation Deposit (\$50) is due at the time of making your reservation in order to hold your date. All other fees are due no later than ten (10) calendar days before the event.

CANCELLATION POLICY

The Reservation Deposit (\$50) will be returned in full if the event is cancelled more than ninety (90) days in advance of the reserved date. **No deposit** will be returned if the reservation is cancelled less than ninety (90) days before the reserved date.

After-hours Contact numbers: (712)-789-1264 Nick Kinser • (712)-789-9040 Jason Tye

ROOM SELECTION AND FEES

Renters with a 51535 zip code will receive a 25% discount on rental rates

ROOM OPTIONS	RENTAL	DISCOUNTED RATE
Whole Building – 400 Max Capacity – Seats approximately 300		
<input type="checkbox"/> Weekend	\$400.00	\$300.00
<input type="checkbox"/> Weekday	\$300.00	\$225.00
Large Room – Seats approximately 225 using the dance floor		
<input type="checkbox"/> Weekend	\$300.00	\$225.00
<input type="checkbox"/> Weekday	\$250.00	\$187.50
Small Room – Seats approximately 75		
<input type="checkbox"/> Weekend	\$100.00	\$75.00
<input type="checkbox"/> Weekday	\$75.00	\$56.25
<input type="checkbox"/> Additional Options		
<input type="checkbox"/> Use of rented space the day prior to event	½ of event rental	
<input type="checkbox"/> Use of rented space the day after event	½ of event rental	
<input type="checkbox"/> City Staff to set up small room	\$25.00	
<input type="checkbox"/> City Staff to set up large room	\$50.00	
<input type="checkbox"/> City Staff to set up entire building	\$75.00	
<input type="checkbox"/> Bar Use		
<i>The Community Building bar is operated by the Griswold American Legion Post #508. The Renter is responsible for contacting the Legion at least thirty (30) days prior to the event.</i>		
<i>Griswold American Legion bar contact: Kenny Robberts 712.778.4445</i>		

The Community Building will be rented on a first come, first serve basis. The date reservation (\$50-applied to the total rental fee) deposit is required to reserve the Community Building. The date will be held for twenty-four (24) hours. If a Renter requests rental and no rental deposit has been made after twenty-four (24) hours and another Renter requests a rental for the same date and has the rental deposit, the second request will be accepted for the rental date.

DAMAGE DEPOSIT: A damage deposit of **One Hundred Dollars (\$100)** is required as security to ensure the rented area is left in as good of condition as it was found and to ensure the renter complies with the Rules and Regulations. The damage deposit, if in the form of a check, will be cashed by the City of Griswold upon receipt. The damage deposit will be returned to the renter, within fourteen (14) business days after a walk through has been completed to confirm nothing has been damaged.

CLEANING DEPOSIT: A cleaning deposit of **One Hundred Fifty Dollars (\$150)** is required as security to ensure the rented area is cleaned sufficiently. The renter is responsible for cleaning the entire rented space including the kitchen, bathrooms, outdoor patio, and hallway. The cleaning deposit will only be returned if the renter or their agents have cleaned the entire rented area according to the cleaning checklist and to the satisfaction of the City Clerk. The damage deposit, if in the form of a check, will be cashed by the City of Griswold upon receipt. The cleaning deposit will be returned to the renter in the form of a check, within fourteen (14) business days after a walk through has been completed. **If the rented area has not been cleaned in its entirety, the whole deposit will be forfeited.**

CLEANING CHECKLIST

The renter is responsible for cleaning the **entire** rented space **including the kitchen, bathrooms, outdoor patio, and hallway**. If you have hired someone to clean for your event, please make sure the person you hired cleans the building to the following expectations. **The cleaning deposit of \$150 will only be returned to the renter if ALL of these items are completed.** All cleaning supplies necessary will be provided and are located in the Kitchen and supply closet off of the Kitchen.

KITCHEN:

- Wipe down countertops
- Empty out and clean coffee pots and water jugs
- Wash, dry, and put away any dishes used
- Wipe out any spills in the refrigerator
- Wipe off any spills on the stove top
- Sweep and mop floor - use plain cold water - the mop is located in the kitchen closet
- Rinse the mop and bucket
- Take out trash and replace the bag - trash bags are in the drawer under the phone

LARGE AND SMALL ROOMS:

- Sweep and/or vacuum debris off the floor and empty sweeper when done – sweeper is located in the kitchen closet
- Wipe off tables and chairs
- Take out trash and replace the bag - trash bags are in the drawer under the phone
- Sweep the dance floor and then mop with plain cold water – this may take a few rinses of water when the floor is really sticky
- Rinse mop and bucket
- Return tables and chairs according to the diagram posted on the kitchen wall

BATHROOMS:

- Take out trash and replace the bag – trash bags are in the drawer under the phone
- Wipe down any spills on the counter tops and toilet seats
- Replace toilet paper if rolls are empty

PATIO:

- Pick up and throw away all trash and cigarette butts

HALLWAY:

- Sweep debris off the floor and empty sweeper when done – sweeper is located in the kitchen closet
- Wipe finger prints from the glass doors – glass cleaner is provided under the kitchen sink

Cleaning Contact: (402) 452.8233 Haley Fields

(Available to clean after your event, contact directly to coordinate and for pricing information)

By signing below, I have read the cleaning checklist and fully understand my obligation to clean the building and that the ENTIRE cleaning deposit of \$150 will be withheld if the items are not completed to the satisfaction of the City clerk and/or the cleaning contact.

Signature of Renter

Date

City of Griswold

Date

RULES AND REGULATIONS

- The building will not be left unattended while unlocked.
- No alcoholic beverages shall be brought into the Community Building. The Griswold American Legion Post #508 has the exclusive rights to operate the bar. Any violation of this rule will result in forfeiture of the damage deposit.
- Smoking will not be permitted within the Community Building. Smoking is permitted in designated areas. You, as the renter, do not have the authority to change the designated smoking areas.
- No animals, except Seeing Eye or other therapy dogs, will be allowed in the Community Building.
- Decorations may not be affixed to the walls, ceilings, or woodwork. All balloons must be anchored. Only drip-less candles are allowed. Tables and chairs may not be removed from the building. **Rice, confetti, silly string, and birdseed are all banned from the Community Building.** Bubbles are permitted. Sandbags are not allowed to anchor balloons. Water beads are permitted and must be picked up by hand. At NO time will the beads be vacuumed up. Damage occurring to the building or vacuums will result in the City keeping your damage deposit.
- The Renter is responsible for ensuring the Community Building is left in the same condition that it was found in at the start of the rental. The City representative will examine the Community Building after each event to determine whether the damage deposit should be refunded.
- In the event that the Renter is allowed until noon of the day after the event to complete the cleaning, it must be finished no later than noon. If it is not, the Renter forfeits the damage deposit in full, and the City will clean the facility.
- The City is not a party in the transaction for cleaning services. Finding someone to clean is the responsibility of the Renter.
- In renting the Griswold Community Building to you, the City has the right to control the management of it and the right to enforce all necessary and proper rules for its management and operation. The City through its authorized agents and employees may enter the premises, at any time and on any occasion.
- The Cass County Sheriff's Department may be notified by the City of Griswold for large events, and events where alcohol will be served. Sheriff's Department Deputies may enter the Community Building at any time to ensure the safety and welfare of the people within.
- In no event shall the occupancy limit of 400 people, as set by the Fire Marshall, be exceeded.
- No fog machines, smoke machines, theatrical smoke, fireworks or similar items or devices are allowed for use in the Community Building. If the fire alarm goes off, the building must be evacuated and 911 must be called for immediate Fire Department response. No one shall re-enter the building until Fire Department permission is given. If the Renter or guests create a false fire alarm, the Renter will forfeit the entire damage deposit.
- A Tenant renting the premises for a gun show (the exhibit, sale and trading of guns and their related items) shall obtain a special events insurance to cover both Tenant and Landlord. Proof of such insurance shall be furnished to the Landlord at least 24 hours before or prior to the beginning of the rental contract.

RULES AND REGULATIONS CONT'D

- You agree that every person connected with your event shall comply with all of the laws of the United States and the State of Iowa, and all ordinances of the City of Griswold and the rules and regulations of the City for the government and management of the Community Building.
- The City of Griswold is not responsible for lost, damaged or stolen personal property while same is located on the grounds. Nor shall the City be held responsible for personal injury caused by equipment or property belonging to the renter. Any damage to the facility (including tables, chairs and excessive clean-up) shall be billed to the renter at the actual cost, plus 10 percent.
- The City of Griswold reserves the right to refuse service to anyone.

By signing below, I have read and fully understand the terms of this contract, and agree to abide by the terms stated above.

Signature of Renter

Date

City of Griswold

Date

AVAILABLE ITEMS

<u>Seating</u>	<u>Quantity</u>
8' Rectangle Tables (seats 8-10)	21
6' Rectangle Tables	4
Round Tables (seats 6-8)	16
Square tables	2

<u>Cups and Glasses</u>	<u>Quantity</u>
Coffee Cups	200
6 oz. Glasses	50
8 oz. Glasses	40
Punch Cups	80

<u>Silverware</u>	<u>Quantity</u>
Table Forks	180
Short Forks	155
Serving Forks	1
Relish Forks	2
Teaspoons	155
Tablespoons	200
Soup Spoons	20
Serving Spoons	10
Knives	235

<u>Kitchen Appliances</u>	<u>Quantity</u>
Ovens	2
Microwave	1
18 Cubic Ft. Freezerless Refrigerator	1
25 Cubic Ft. Side by Side Refrigerator/Freezer	1
Small Deep Freezer	1

<u>Plates and Bowls</u>	<u>Quantity</u>
Dinner	190
Clear Dinner	40
Dessert	135
Salad Bowls	185

<u>Misc. Utensils and Items</u>	<u>Quantity</u>
Plastic Water Pitcher	10
Coffee Carafes	20
5 Gallon Igloo Coolers	2
Punch Bowl	1
Spatulas	3
Pie Servers	3
Ladles	1
Ice Cream Scoops	5
Tongs	5
Vegetable Peelers	1
Can Openers	3
1 Cup Measuring Cups	1
Salt Shakers	40
Pepper Shakers	15
Pot Holders	
Dish Towels	
Wash Cloths	